Date

To:

Name of the service provider:  
Name of the company:  
Subject: Quotation letter

Respected Mr. ABC,

I am (mention your name), representative of ABC Company writing to you to inquire about the quotation of services that your company provides.

We are looking for a service provider who can deliver us high-quality products within a given time frame. We never compromise on quality and therefore, we would like to receive products that have premium quality. Our customers are our top priority and meeting their expectations is what we always strive for.

Kindly send us the service quotation along with the detailed description of every package you offer to your valued customers.

We will finalize the deal with you after we have thoroughly reviewed the quotation document received from you. We expect you to be quick in providing us with the bid details so that we can move forward as soon as possible.

A list of products has been attached with this letter. We hope that the quotation you will send will be in line with this list and our expectations. In case you need to ask anything else regarding this, you can contact us on (mention your phone number). We are looking forward to a quick reply from your side.

Regards,

Name of the sender

Signatures

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