**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Response to a quotation price for [X]**

Respected sir,

Recently, we received an email from you in which you requested us to share the quotation of the services that we provide for your upcoming project. First, we are so glad to see your interest in our products and services and it is a great honor for us to be able to provide you with the quotation.

Our company has received a lot of emails in which we have been asked to give the quotation. In addition, many customers have approached us for their services and sent us proposals. We are currently reviewing their proposals and therefore, currently, we have not come up with a final quotation. It would take at least a week for us to decide as to which quotation suits us the most and matches our interest level.

You are requested to show patience as we will get back to you in a week or more with the price quotation. For further inquiries, you can contact me and get assistance.

Thank you once again for considering our company for your valuable business. We would love to serve you with our best services.

Regards,

Name of the sender  
Sender’s designation in the company  
Name of the company