**To**

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

**Subject: Response to a quotation price**

Respected sir,

We are pleased to have received your request for a quotation for our services. Please find below the list of products and services and their price which we offer them:

|  |  |  |
| --- | --- | --- |
| List of products | Prices of each product per unit | Specification |
|  |  |  |

Here, I would like to tell you that we offer a 30% discount to our first-time customers and also offer a 10% discount to our regular customers. We love to acknowledge people who remain loyal to our brand and trust it.

It is a great honor for us to send you the price quotation as we hope that we can work with each other and serve each other in the best possible way. We assure you that you will never be disappointed by our service. Our quotation is negotiable. You can negotiate with us whenever it is necessary.

If you have any questions in your find, please feel free to contact us and share your concerns with us. You can contact us during our office timing from 4 am to 3 pm. Thank you once again for considering us for said price quotation and writing us an email. We will look forward to your kind response and we hope that the stated price quotation is suitable for you.

Regards,

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