TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business Quotation letter

Dear Sir/Mam,

I am Krishna Das, supply manager of Sudha holdings. I am writing this letter to find out about the cloth material services offered by your organization. We are one of the leading clothing companies in the city. We work for many prominent customers in the industry and are keen to expand. We would like to see the quotation for the materials supplied by you.

In our office, around 16 workstations are available for production. Please provide the quotation as per the above-mentioned number. We expect excellent quality of service and excellent customer care facilities. Any interruption in your service will impact our business, reputation, and goodwill. So, we are very disciplined towards our work. I have attached a list that comprises our requirements for the material. Kindly check the list attached and let us know if you can meet our needs.

As your company is a reputable company, your packages might be competitively priced. After deciding the price factor, you can send your representative to our company to finalize the deal with us. Please contact the provided number or email in case of any query.

We would appreciate an early response from you.

Looking forward to expanding our business with you.

Thank you.