BUSINESS LETTER FOR QUOTATION

Included:

Introduction

Business Letter for Quotation Tips

Sample Business Letter for Quotation

Business Letter for Quotation Template
Introduction

Business letters are formal in nature. They are meant to convey business information to a concerned person or organization. The style of the letter depends upon the relationship between the two parties or the client and the customer. As business letters are formal certain rules should be followed in writing them.

Business Letter for Quotation Tips

The following tips will help you to write a business letter for quotation:

- The letter should be simple, clear and easy to understand.
- The information should be conveyed in a straightforward manner and up to the point.
Sample Business Letter for Quotation

To
Star Internet Service Providers,
Hebbal Road,
Bangalore
29th September, 2013
Subject: Letter for quotation

Dear Sir,

I am writing this letter for seeking a quotation from you. In our company we plan to upgrade our systems. In this regard I request you to send a detailed quotation regarding the various packages you offer. There are various items to be upgraded. I am attaching a list of our requirements along with this letter.

We hope your prices are competitive in the industry. We heard about the reputation of your company in the industry and are relying on you for our services. If the price factor is decided, we shall place the order immediately.

Looking forward to hear from you,

Yours Sincerely,

Narendra Kumar
To,

_________ (employee’s name)

_________ (employee’s address)

From:

_________ (Your name)

_________ (Your address)

Date __________ (date of writing letter)

Dear __________, (name of the concerned person)

Our company wants to utilize your ...........(name of service) services. In this regard, we would like to see a quotation in which various package details are mentioned.

Our office has around ............(mention number) workstations. Kindly cater according to this number. We hope that the quality of service will be good and we expect excellent customer care facilities as well. We are one of the leading .................(name of business) companies in the city and we work for several big clients in the industry. Any interruption in your service will dampen our reputation and hence we are very particular about the same. Hope you will understand our requirements.
Your company too has a good reputation in the industry and we hope your packages are competitively priced. I am attaching a separate list which comprises of our requirements. Please go through this list and let us know if you can meet our requirements.

Once the price factor is decided, you can send your representative to our company so that we can finalize our deal with your company. Please get back to us with the best prices.

Looking forward to hear from you at the earliest

Yours Sincerely,

____________ (Your name)
Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org