

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<SIR/MADAM>>,

Thank you for your letter of <<date>> at proposals for << >>.

We are of course sorry to hear that << >> to proceed with our proposals and appreciate the time you have taken to explain why they would not entirely suit your requirements.

In the expectation of matching these << >> my team and I are now working hard to come up with the requisite revision << >> details to you as soon as possible.

Should you have placed this particular << >> er supplier we hope you will provide us with an opportunity to quote for you

Yours sincerely

<<Name>>
<<Title>>

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