[Print or   insert Address]

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

<<Date>>

Dear <<SIR/MADAM>>,

Further to our <<meeting/telephon   ocation>> on <<Date>>, we are pleased
to confirm the prices given for the   products>>.

Article Description	Unit pri <<curre	>or more)
<< >>	<< >>	>>
<< >>	<< >>	>>
<< >>	<< >>	>>
Total		>>

<<Supply/installation of X product   n the above price, which is
exclusive of VAT.

The <<supply/installation of X proc   and completed within <<x>>
weeks of the date of your confirme

We hope the above is of interest a   rder which will receive our
immediate attention.

Yours sincerely,

<<Name>>
<<Title>>