

[Print on back of envelope - insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

<<ent>>

Please let us have your quotation for the following products/services:-

<< >>  
<< >>  
<< >>

Special requirements: << >>

We would require delivery within << >> order. Kindly confirm that this is possible.

We look forward to hearing from you.

Yours faithfully,

<<Name & Title>>  
For and on behalf of <<Company>>

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