

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re. Your Quotation [insert Quotation Number << >>].

Thank you for your quotation for the [insert description of products/services>>].

We were surprised, however, to note that the price quoted is not consistent with other offers in the market. These do not appear to be competitive. In addition, the terms of the quotation are not acceptable. In consequence, <<give example(s) if applicable or required>>.

[We have always been satisfied with your service and would prefer to continue doing business with you, but unfortunately the prices you are reaching a level which will force me to look elsewhere to fulfil our requirements.]

Perhaps you could look at this quotation and let us know if you can offer to us with a revised price.

We look forward to hearing from you.

Yours sincerely,

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

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