

[Print on

insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re. Your Quotation Reference Number << >>].

We are pleased to inform you that <<description of Products/Services>> in respect of the above quotation has

Attached are our Standard Terms & Conditions [including delivery/completion schedule and the goods/services supplied] you need to discuss any of the terms therein please do hesitate to contact

Thank you for the prompt and professional service you dealt with our enquiry. We look forward to the commencement and success of our business.

Yours sincerely,

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

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