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

<<Date>>

Dear <<Name of Contact>>,

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

We have now received all quotatio... our current purchasing requirements. Each has been asse... ering all the parameters of the proposed business. [It has been d... ness to <<name>>.]

The prices quoted by all those sub... rs were extremely competitive. [The decision to choose the above... on <<reasons>>.]

We would like to thank you for the... sm your company has put into submitting your quotation/tender and hope to... chance to bid for our future business.

Yours sincerely,

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