

G.A.A.S. Induwara,

University of Ruhuna,

Matara.

10.01.2025

The Sales Manager,

Atlas Axillia Co. (Pvt) Ltd,

96,

Parakrama Road,

Peliyagoda.

Dear Sir/Madam,

Request for Quotation – 1000 Pens

I hope this letter finds you well. We are interested in ordering 1,000 units of pens, customized with a one-line print.

Could you please send us a formal quotation for this order? It would be helpful if you could also include details regarding:

- Your best unit price.
- The delivery timeline.
- Your standard payment terms.

We are hoping to finalize this purchase soon and immediate response would be appreciated.

Thank you for your time and assistance.

Sincerely,

G.A.A.S. Induwara.

shehangarusinghe@gmail.com

071 7393080