To,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Requesting for quotation

Dear Mr. Thomas,

This is to bring to your kind consideration that we do assembling of manufactured auto parts in Mercedes and BMW. Our plant is situated in New Jersey Industrial Division. We are in urgency of the following parts mentioned below for BMW.

Sno Product Quantity

1. Wipers 1000

2. Side Mirrors 1000

3. Head lights 1000

We would request you to kindly consider this matter as urgent and send us your quotation with terms and conditions regarding payment at the earliest as we are in the process of completing our deadline. We would be placing a minimum order of 1000 pcs. each.

Your prompt action is this regard would be highly appreciated.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_

Mr. Peter Pereira

Senior Manager

Sterling Automotives