

SOFT SKILL ASSIGNMENT

Module 1: Effective Communication

4. Quotation Email

Subject: Request for Quote for Web Development Services

Dear Mr. Smith,

I hope this email finds you well.

Thank you for contacting us regarding our web development services. The following is the quotation based on your requirements:

Web development services:

Description: Custom website design, responsive layout, SEO optimisation, and CMS integration.

Price: ₹50,000

Additional information: Includes one year of free maintenance and a 10% discount on the initial purchase. We provide free delivery.

This quotation is valid till December 15th. Payment arrangements are 50% upfront, 50% upon completion. Please let me know if you want to proceed or require any additional information.

I hope to hear from you.

Best regards.

Shakshi Shah,

Sales Manager,

shakshi1012@gmail.com