# ASKING FOR QUOTATION

From

Sehwag Vijay

Marketing Manager, Accenture

Thoraipakkam, Chennai – 27

27th November 2021

To

Mr. Wilson

Director, S.Y Company

Habrington street

Chennai – 12

Dear Sir,

I am writing to you to enquire about the quotation from you. Our company is planning to buy 2500 pieces of the latest iphones. In this regard I request you to send a detailed quotation regarding the various packages and models and colours you offer. I am attaching a list of our requirements along with this letter.

We hope and trust you will quote the most favourable prices and terms. After deciding the prize factor, you can send your representative to our company to finalize the deal.

Looking forward to hear from you.

Yours Sincerely,

Sehwag Vijay

# QUOTATION LETTER

From

Wilson

Director, S.Y Company

Habrington street

Chennai – 12

3rd December 2021

To

Mr.Sehwag Vijay

Marketing Manager, Accenture

Thoraipakkam, Chennai – 27

Dear Sir,

Thank you for your enquiry on 27th November 2021. We are glad to enclose our latest models of our brand.

* Iphone 12
* Iphone 12 mini
* Iphone 12 pro
* Iphone 13
* Iphone 13 pro
* Iphone 13 promax

Our normal trade discount is 15% for ten (10) days and 5% extra if the order is for more than 5,000 pieces at a time. We do supply to our customers’ door through our own care.

We have attached a file which contains the specifications of each products.

We import with intact packing and provide a guarantee for our mobile set for three (3) years.

If you need any further details to meet your customer’s requirements, you should feel free to write to us.

Yours Sincerely,

Wilson