

[Your Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

You recently requested pricing information from our company. Here is our estimate:

| Service | Hourly rate | Est. cost |
|----------------|--------------------|------------------|
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| | Total | |
| | Tax | |
| | Grand Total | |

Because we haven't had the pleasure of doing business with you before, we have a special offer to express how much we'd like to serve you: If you confirm this estimate within [number] days of the date on this letter, we'll give you a discount of [number]% on your order.

Thank you for giving us the opportunity to bid for your business. We have been in business since [year] and have established a reputation for quality. We look forward to showing you that it is well deserved.

Sincerely,

[Your Name]
[Title]

P.S. If you would like to change any of the items in this quote, please contact me personally at [phone number], and I will recalculate it for you.