**To**

**[The Recipient Name]  
[Designation]**

**Re. Reply to the Quotation Request**

Dear Manager,

We are thankful to you for sending us a request for the quotation. We feel honored to have a prestigious company like yours. It has always been a great experience working with you. Your staff and all the team leaders are extremely professional and hardworking. They personally put in a lot of effort and add value to the project. They are equally competent and very fair in fulfilling their responsibilities.

We are reviewing the terms and conditions of the contract and the details of the project submitted. We shall reach back to you in a few days after completely analyzing the terms and conditions of the project along with the project time frame. We shall also review and evaluate the capacity for the cost analysis of the project. As you know cost analysis is a time-taking process, therefore, you will need to bear with us. Thank you for putting your trust and interest in us.

We will submit our quotation for tender no. [serial number of the tender] as soon as before this weekend. For more, please do not hesitate to dial [phone number] or write to us at [email address]. Our team shall be at your disposal at [phone number] for general appointments. Thank you.

Regards Best,

[name]  
[signature]