

Here is an example request for quotation – a formal business letter:

Subject: Request for quotation for a website

Dear Ms. Smith,

We are a new private school located in Tampere, Finland. We learned about your company at the DigiEdu fair 2020, and were impressed by your range of software products.

We are aiming to launch our operations in the autumn of 2021, and we would like to have a functional, highly professional website ready by that time. The website should offer information about the school and allow parents to complete the registration of their children, check the feedback reports and school performance, and make payments. Could you send us an estimate of what is required, and information on your pricing?

Looking forward to your reply by the end of this month.

Sincerely,

Mr. Jarkko Virtanen
CEO, MegaSchool Ltd.
jarkko.virtanen@megaschool.fi
+358 50 1234 567

Here is the reply to the above request for quotation:

Subject: RE: Request for quotation for a website

Dear Mr. Virtanen,

Thank you for contacting us and for your interest in the solutions we offer. Please find attached our comprehensive price list.

According to the needs you mention in your request for quotation, we would like to suggest that we create a comprehensive client and school management solution with front and back-end support to enable maximum ease of use and maintainability, and management of the entire client engagement and support process online.

Our prices for developing such solutions include:
– Basic site – (Price and description of components)
– Management system – (Price and components)

Please do not hesitate to contact us for any additional information/clarification.

Kind regards,

Anneli Smith
Bespoke Solutions Inc.
anneli.smith@bespoke.com

