

sample letter for price quotation Reference

Sample letter for price quotation is an essential document used in business communication, especially when one company requests pricing details from a supplier or vendor. This type of letter serves as a formal request for a detailed quotation that includes prices, terms, and conditions related to specific products or services. Whether you are a supplier wanting to demonstrate professionalism or a buyer seeking competitive prices, understanding how to craft an effective price quotation letter is vital for smooth business transactions.

In this comprehensive guide, we will explore the significance of a price quotation letter, provide detailed sample templates, and offer tips to create compelling and professional quotations that can help you win business deals. From understanding the structure to customizing content for your specific needs, this article aims to be your ultimate resource.

Understanding the Importance of a Price Quotation Letter

A price quotation letter is more than just a list of prices; it is a formal document that establishes the basis for potential business negotiations. Here are some reasons why a well-crafted price quotation letter is crucial:

- Establishes transparency and clarity about costs
- Serves as a formal proposal for goods or services
- Provides a basis for comparison with competitors
- Builds trust and professionalism between parties
- Helps avoid misunderstandings regarding pricing and terms

By submitting a clear and comprehensive quotation, businesses can increase their chances of securing contracts and fostering long-term relationships.

Key Elements of a Sample Letter for Price Quotation

A typical price quotation letter should contain the following components:

1. Header and Contact Information

- Your company name, address, phone number, email, and website
- Date of the letter

- Recipient's name, designation, company name, and address

2. Salutation

- A respectful greeting, e.g., "Dear Mr. Smith," or "Dear Sir/Madam,"

3. Introduction

- Briefly introduce your company
- State the purpose of the letter (requesting or providing a price quotation)

4. Description of Goods/Services

- Clearly specify the products or services for which the quotation is provided
- Include details like specifications, sizes, quantities, or any relevant information

5. Price Details

- Itemized list of products/services with unit prices
- Total cost
- Any discounts or special offers

6. Terms and Conditions

- Payment terms (e.g., net 30 days, advance payment)
- Delivery schedule and terms
- Validity period of the quotation
- Warranties or guarantees

7. Closing Statement

- Encouragement for further communication
- Expressing willingness to negotiate or clarify

8. Signature and Seal

- Name and designation of the sender
- Signature
- Company seal or stamp (if applicable)

Sample Letter for Price Quotation

Below is a detailed example of a professional price quotation letter that you can adapt to your needs:

Sample Price Quotation Letter

``plaintext

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Phone: [Your Phone Number]

Email: [Your Email Address]

Website: [Your Website]

[Date]

[Recipient Name]

[Recipient Designation]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear Mr./Ms. [Recipient Last Name],

Subject: Price Quotation for Office Furniture Supplies

We appreciate your interest in our products and thank you for considering [Your Company Name] as your supplier. We are pleased to provide you with our detailed price quotation for the office furniture items you requested.

Product Description:

- Executive Office Desk (Model X): 10 units
- Ergonomic Office Chairs: 15 units
- Filing Cabinets (Steel, 3 drawers): 10 units

Pricing Details:

Item	Quantity	Unit Price (USD)	Total (USD)
-----	-----	-----	-----
Executive Office Desk	10	250	2,500
Ergonomic Office Chairs	15	120	1,800
Steel Filing Cabinets	10	150	1,500

Subtotal: USD 5,800

Applicable Discount: 5% on total order (USD 290)

Grand Total: USD 5,510

Terms and Conditions:

- Validity of quotation: 30 days from the date above
- Payment terms: 50% advance, remaining 50% upon delivery
- Delivery schedule: Within 2 weeks after receiving the initial deposit
- Shipping costs: To be borne by the buyer
- Warranty: 1-year warranty on manufacturing defects

We trust that this quotation meets your requirements. Should you have any questions or need further clarification, please do not hesitate to contact us. We look forward to the opportunity to serve your office furnishing needs.

Thank you for considering [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Signature]

[Company Seal or Stamp, if applicable]

...

Tips for Writing an Effective Price Quotation Letter

Creating a professional and persuasive quotation letter requires attention to detail and clarity. Here are some essential tips:

- **Be Clear and Concise:** Clearly specify the prices, quantities, and terms. Avoid ambiguity.
- **Personalize the Letter:** Address the recipient by name and tailor the content to their specific requirements.
- **Include All Relevant Details:** Ensure the quotation covers all aspects, including taxes, discounts, delivery, and payment terms.
- **Use Professional Language:** Maintain a formal tone and proper grammar throughout.
- **Set a Validity Period:** Clearly state how long the quotation is valid to avoid misunderstandings.
- **Attach Supporting Documents:** If applicable, include brochures, specifications, or previous correspondence.
- **Follow Up:** After sending the quotation, follow up to address questions or negotiate terms.

Additional Templates and Variations

Depending on the nature of your business or the specific client, your price quotation letter may vary. Here are some common variations:

1. Formal Request for Quotation (RFQ)

- Sent by a buyer to multiple suppliers requesting price information.
- Emphasizes the need for competitive bids.

2. Informal Quotation

- Less formal, suitable for regular clients or small transactions.
- Focuses on quick responses.

3. Follow-up Quotation

- Sent after initial discussions or previous quotations.
- Clarifies or updates pricing details.

Conclusion

A well-structured and professional **sample letter for price quotation** can significantly influence your chances of winning business opportunities. It demonstrates your seriousness, attention to detail, and commitment to transparency. Remember to tailor your quotations to meet client needs, clearly specify your terms, and maintain a courteous tone. By mastering the art of writing effective quotation letters, you can enhance your company's reputation and build fruitful business relationships.

Whether you are providing a quotation or requesting one, always ensure that your communication is clear, complete, and professional. Use the sample templates provided as a guide, and customize them to fit your specific context for the best results.

Sample Letter for Price Quotation: A Comprehensive Guide for Business Communication

In the world of commerce, clear and professional communication is vital for establishing trust and ensuring smooth transactions. One essential document in this communication process is the sample letter for price quotation. Whether you're a supplier responding to a potential client or a buyer requesting pricing details, knowing how to craft an effective and professional price quotation letter can make all the difference. This guide provides you with a detailed overview of what a price quotation letter entails, its key components, and tips for writing one that leaves a positive impression.

Understanding the Importance of a Price Quotation Letter

A price quotation letter serves as a formal document that outlines the estimated costs for products or

services offered by a business. It acts as a preliminary proposal that helps buyers understand the pricing structure before proceeding further in negotiations or purchase decisions. For sellers, submitting a well-written quotation demonstrates professionalism, transparency, and a commitment to customer service.

Why Is a Price Quotation Letter Essential?

- **Clarity and Transparency:** It provides clear details on pricing, terms, and conditions, reducing misunderstandings.
- **Professionalism:** Demonstrates your company's professionalism and readiness to serve.
- **Competitive Edge:** Well-drafted quotations can set you apart from competitors.
- **Legal Record:** Serves as a written record of the offered prices and terms, which can be useful in case of disputes.

Key Components of a Sample Letter for Price Quotation

A comprehensive price quotation letter should include several essential elements to convey all necessary information effectively. Here's a breakdown of each component:

- Sender's Details

Include your company's name, address, contact number, email, and any relevant identification numbers (e.g., VAT number). This information establishes credibility.

- Date

Mention the date when the quotation is prepared. This indicates the validity period for the quotation.

- Recipient's Details

Provide the recipient's name, title, company name, address, and contact information to personalize the letter.

- Salutation

Use a professional greeting, such as "Dear Mr./Ms. [Last Name]" or "Dear [Company Name] Team."

- Subject Line (Optional)

A brief line indicating the purpose, e.g., "Price Quotation for Office Supplies," helps clarify the intent.

- Introduction

Start with a courteous opening, referencing the inquiry or request for quotation.

> Example: "Thank you for your interest in our products/services. We are pleased to submit our price quotation as per your request."

- Body of the Letter

This is the core part where you detail the pricing information:

- Description of Goods/Services: Clearly specify what is being offered, including specifications, models, quantities, or scope.
- Pricing Details: List unit prices, total costs, discounts (if any), and applicable taxes.
- Terms of Payment: Specify payment methods, due dates, and installment options if applicable.
- Validity Period: Mention how long the quotation remains valid (e.g., 30 days).
- Delivery Terms: Indicate delivery timelines, shipping costs, and responsibilities (e.g., FOB, CIF).

- Additional Terms and Conditions

Include any contractual details, warranties, return policies, or special conditions.

- Call to Action

Encourage the recipient to contact you for further discussion, clarification, or to proceed with the order.

> Example: "Please feel free to contact us if you require any additional information or wish to proceed with the order."

- Closing

End with a polite closing, such as "Sincerely," or "Best regards," followed by your name, position, and signature if printed.

Sample Format for a Price Quotation Letter

Here's a simple template to help you craft your own price quotation letter:

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Price Quotation for [Product/Service Name]

Thank you for your inquiry regarding our [product/service]. We are pleased to provide you with the following price quotation based on your specifications:

Description	Quantity	Unit Price	Total Price
-----	-----	-----	-----
[Product/Service 1]	[Qty]	[Price]	[Subtotal]

| [Product/Service 2] | [Qty] | [Price] | [Subtotal] |

Total Amount: [Total Price]

Discounts: [If any]

Taxes (if applicable): [Tax details]

Grand Total: [Grand Total]

This quotation is valid until [Validity Date]. Delivery will be made within [Number of days] upon receipt of confirmed order and payment. Payment terms are [e.g., 50% advance, balance upon delivery].

Please do not hesitate to contact us at [Phone Number] or [Email] for further clarification or to proceed with your order.

We look forward to the opportunity to serve you.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Signature (if printed)]

Tips for Writing an Effective Price Quotation Letter

To ensure your price quotation stands out and fulfills its purpose, keep these tips in mind:

- Be Clear and Concise

Avoid ambiguous language. Clearly specify all details to prevent misunderstandings.

- Personalize the Letter

Address the recipient by name and tailor the content to their specific request or needs.

- Be Transparent About Pricing

Include all costs, taxes, and possible additional charges upfront.

- Highlight Benefits

If applicable, mention discounts, warranties, or after-sales support to add value.

- Use Professional Language and Format

Maintain a formal tone, proper grammar, and a clean layout to reflect professionalism.

- Specify Validity Period

Indicating how long the quotation remains valid encourages prompt decision-making.

- Include Contact Information

Make it easy for the recipient to reach out with questions or to confirm orders.

- Proofread Carefully

Ensure there are no errors or omissions that could undermine credibility.

Additional Considerations

- Follow-Up: After sending the quotation, follow up with the recipient to gauge interest or answer questions.

- Customization: Adjust your quotation based on client requests, bulk discounts, or special circumstances.

- Legal Aspects: When necessary, consult legal advice to include appropriate terms and conditions.

Conclusion

A sample letter for price quotation is more than just a formal document; it's a strategic communication tool that can influence business relationships and sales. By understanding its components, following a professional format, and maintaining clarity and transparency, you can craft effective quotations that foster trust and facilitate successful transactions. Remember, the goal is to provide prospective clients with all the necessary information in a courteous and professional manner, paving the way for future business opportunities.

Whether you're a seasoned sales professional or a small business owner, mastering the art of writing compelling price quotation letters will enhance your business communication skills and contribute to your company's success.

Question What should be included in a sample letter for a price quotation? A sample price quotation letter should include the recipient's details, a clear description of the products or services, the quoted prices, terms and conditions, validity period of the quotation, and contact information. **Answer** How can I make my price quotation letter more professional? Use a formal tone, include your company's letterhead, provide clear and concise information, specify terms and conditions, and ensure there are no grammatical errors to enhance professionalism. What is the typical structure of a sample price quotation letter? The structure generally includes a salutation, an introduction stating the purpose, detailed pricing information, terms and conditions, validity period, closing remarks, and a signature. How do I address multiple items in a price quotation letter? List each item with a description, quantity, unit price, and total price. Summarize the overall total and include any discounts or additional charges if applicable. Can I customize a sample price quotation letter for different clients? Yes, you should tailor the letter to reflect specific client details, project requirements, and negotiated terms to make it relevant and personalized. What is the importance of including validity period in a price quotation? Including a validity period ensures the client knows how long the quoted prices are applicable, helping to prevent misunderstandings or price changes after the period expires. Are there any legal considerations when writing a price quotation letter? Yes, ensure that the prices quoted are accurate and reflect current rates, include clear terms and conditions, and avoid misleading or false information to prevent legal disputes. How should I follow up after sending a price quotation letter? Follow up with the client via email or phone call to confirm receipt, address any questions, and discuss next steps to facilitate the conversion of the quotation into an order.

Related keywords: price estimate, quotation template, cost proposal, sales letter, pricing request, business letter, price offer, quotation format, cost quotation sample, price inquiry

Sample email for revised quotation

sample email for revised quotation: How to Craft an Effective and Professional Message

In the world of business communication, sending a sample email for revised quotation is a common yet crucial task. Whether you're a supplier, service provider, or vendor, providing clients with an updated quotation can significantly influence their purchasing decisions and strengthen your professional relationship. A well-written, clear, and courteous email not only conveys the necessary information but also enhances your company's reputation for professionalism and customer service.

This article offers a comprehensive guide on how to craft an effective sample email for a revised quotation. We will explore the key components to include, best practices, and provide sample templates to help you communicate revisions confidently and efficiently.

Understanding the Importance of a Revised Quotation Email

A revised quotation email is sent when there are changes to the original quotation due to factors such as:

- Price adjustments
- Changes in scope or specifications
- Updated delivery timelines
- Additional terms and conditions

Providing a clear and professional revised quotation ensures transparency, minimizes misunderstandings, and maintains trust with your clients. It also demonstrates your commitment to addressing client concerns and accommodating their needs.

Key Elements of a Sample Email for Revised Quotation

When composing a revised quotation email, certain elements are essential to include to make the message effective and professional:

1. Clear Subject Line

- Should clearly indicate the purpose, e.g., "Revised Quotation for Project XYZ" or "Updated Quote Based on Your Request."
- Example: Revised Quotation for Your Order 12345

2. Courteous Opening

- Address the recipient respectfully.
- Express appreciation for their interest or previous communication.

3. Reference to Original Quotation

- Mention the original quotation details.
- Clarify what prompted the revision.

4. Detailed Breakdown of Revisions

- Clearly specify what has changed.
- Include updated prices, quantities, specifications, or terms.
- Use bullet points or tables for clarity.

5. Attachments and Supporting Documents

- Attach the revised quotation document.
- Reference it within the email.

6. Call to Action

- Invite the recipient to review the revised quotation.
- Specify how they can proceed, e.g., confirm acceptance, request further modifications.

7. Professional Closing

- Use polite closing remarks.
- Include your contact information for follow-up.

Best Practices for Writing a Revised Quotation Email

To make your email effective and professional, consider the following best practices:

- **Be Clear and Concise:** Avoid ambiguity; specify exactly what has been revised.
- **Maintain a Professional Tone:** Even if revisions are due to errors, keep the tone courteous and

respectful.

- **Double-Check Details:** Ensure all figures, specifications, and attachments are accurate.
- **Personalize the Message:** Use the recipient's name and reference previous communications.
- **Follow Up:** If you don't receive a response within a reasonable timeframe, follow up politely.

Sample Email for Revised Quotation

Below is a comprehensive sample email template to guide you in drafting your own revised quotation email:

``plaintext

Subject: Revised Quotation for Your Order 12345

Dear Mr. Johnson,

Thank you for your continued interest in our products/services. We appreciate the opportunity to revise our initial quotation to better meet your requirements.

Following your request for adjustments, please find attached the updated quotation for your review. The revisions are summarized below:

- Product A: Quantity increased from 100 to 150 units.
- Price per unit: Adjusted from \$50 to \$45 due to bulk discount.
- Delivery timeline: Updated to 4 weeks from order confirmation.
- Payment terms: Extended to net 30 days.

Please review the attached document titled "Revised_Quotation_Order12345.pdf" for detailed pricing and terms.

We believe this revised quotation aligns with your needs. Kindly let us know if you have any further questions or require additional modifications. If everything meets your approval, please confirm by replying to this email or signing and returning the attached quotation document.

We look forward to your confirmation and hope to proceed with fulfilling your order promptly.

Thank you for considering our revised proposal.

Best regards,

Jane Smith

Sales Manager

ABC Supplies Ltd.

Phone: (123) 456-7890

Email: [\[email protected\]](#)

Website: www.abcsupplies.com

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Additional Tips for Crafting Your Email

- Use Clear Attachments: Always attach the revised quotation document with a clear filename.
- Highlight Changes: In the email body, emphasize key revisions for quick reference.
- Maintain Consistency: Use the same tone and formatting style as your previous correspondence.
- Proofread: Check for grammatical errors and accuracy before sending.

Conclusion

A sample email for revised quotation is an essential communication tool that ensures transparency, professionalism, and timely updates in business dealings. By including all necessary details, maintaining a courteous tone, and following best practices, you can effectively communicate revisions to your clients, foster trust, and facilitate smooth transactions.

Whether you're updating prices, delivery dates, or scope, the right email can make a significant difference in client satisfaction and ongoing business relationships. Use the provided templates and tips as a foundation to craft your own professional revised quotation emails, and always tailor your message to suit the specific context and recipient.

Remember, clear communication builds confidence, so invest time in making your revised quotation emails precise, polite, and professional.

Sample Email for Revised Quotation: An In-Depth Analysis

In the realm of business communications, particularly in procurement and project management, the

sample email for revised quotation stands out as a critical document. It serves as a formal communication tool that ensures clarity, professionalism, and mutual understanding between clients and suppliers when adjustments to initial proposals are necessary. As organizations increasingly rely on precise and transparent exchanges, understanding the nuances of drafting such emails becomes essential for effective operations.

This comprehensive review delves into the significance of revised quotation emails, exploring their structure, key components, best practices, and common pitfalls. Whether you're a procurement officer, supplier representative, or business owner, mastering the art of crafting an appropriate revised quotation email can enhance negotiations, foster trust, and streamline project workflows.

The Importance of a Well-Written Revised Quotation Email

Revising a quotation isn't merely about updating figures; it reflects professionalism, responsiveness, and commitment to client satisfaction. When a client requests modifications—be it changes in scope, pricing, delivery timelines, or other terms—a prompt and clear response is vital.

Key reasons why a well-crafted revised quotation email matters include:

- Maintaining Transparency: Ensures all parties understand the scope and pricing changes.
- Building Trust: Demonstrates professionalism and attentiveness to client needs.
- Avoiding Misunderstandings: Clarifies any ambiguities that might lead to disputes or delays.
- Facilitating Decision-Making: Provides clients with accurate, updated information for approval.

Core Components of a Sample Revised Quotation Email

A standard revised quotation email should be structured logically, covering all essential details. Here's an outline of the core components:

- Subject Line
 - Clear and concise, indicating the email's purpose.
 - Examples:
 - "Revised Quotation for [Project/Service Name]"
 - "Updated Proposal Based on Your Request"
- Formal Salutation

- Address the recipient professionally.
- Use titles and last names if known, e.g., "Dear Mr. Smith," or a generic greeting such as "Dear Valued Customer."

- Reference to Original Quotation

- Mention the initial quotation number or date.
- Example:
- "Referring to our quotation dated March 10, 2024, with quotation number Q12345..."

- Acknowledgment of Client Request

- Express appreciation for the client's feedback or request for revisions.
- Example:
- "Thank you for your feedback and for giving us the opportunity to revise our proposal."

- Summary of Requested Changes

- Briefly restate the modifications the client requested.
- This confirms understanding and aligns expectations.

- Present the Revised Quotation

- Clearly outline the updated prices, scope, terms, and conditions.
- Use tables or bullet points for clarity.
- Include:
- Item descriptions
- Quantities
- Unit prices
- Total amounts
- Any discounts or adjustments

- Justification or Explanation (if necessary)

- Provide context for changes, especially if adjustments are significant.
- Example:
 - "The revised price reflects updated material costs as per recent supplier quotes."

- Validity Period

- Specify how long the revised quotation remains valid.

- Next Steps and Call to Action

- Invite the client to review, ask questions, or confirm acceptance.
- Example:
 - "Please review the attached revised quotation and let us know if you wish to proceed."

- Closing Remarks and Contact Information

- Express willingness to assist further.
- Provide contact details for queries.

- Professional Sign-Off

- Use appropriate closing phrases such as "Best regards," or "Sincerely," followed by your name, position, and contact details.

Sample Structure of a Revised Quotation Email

Below is an illustrative template to guide drafting your own revised quotation email:

Subject: Revised Quotation for [Project/Order Name]

Dear [Recipient?s Name],

Thank you for your feedback on our initial quotation dated [Date], with reference number [Ref Number]. We appreciate the opportunity to revise our proposal to better suit your requirements.

Based on your requested modifications, please find below the updated quotation:

Summary of Adjustments:

- Change in scope: [Brief description]
- Price adjustments: [Brief details]
- Delivery timeline: [Updated schedule]
- Payment terms: [Modified terms]

Revised Quotation Details:

Item Description	Quantity	Unit Price	Total Price
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[Item 1]	[Qty]	[Price]	[Total]
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[Item 2]	[Qty]	[Price]	[Total]
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Subtotal		[Subtotal]	
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Applicable Taxes		[Tax]	
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Grand Total		[Total Amount]	
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(Attach detailed quotation document if necessary)

Notes:

- This revised quotation is valid until [Date].
- Prices are exclusive of applicable taxes.
- Delivery can be scheduled as per your preferred timeline.

Please review the attached document and confirm if the revised terms meet your expectations.

Should you have any questions or require further adjustments, feel free to contact me directly at [Phone Number] or [Email Address].

We look forward to your feedback and hope to proceed with this project at your earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Details]

Best Practices for Drafting an Effective Revised Quotation Email

To ensure your email communicates professionalism and clarity, consider these best practices:

Use Clear and Precise Language

- Avoid jargon or ambiguous terms.
- Be specific about changes and reasons for adjustments.

Be Prompt and Responsive

- Send revisions promptly after receiving client requests.
- A quick turnaround demonstrates reliability.

Attach Supporting Documents

- Include the detailed revised quotation, terms and conditions, and any relevant documents.
- Reference attachments clearly in the email body.

Maintain Professional Tone

- Use courteous language and maintain a respectful tone throughout.

Confirm Understanding

- Restate key points to avoid misunderstandings.
- Invite questions or clarifications.

Follow Up

- Follow up if you do not receive a response within a reasonable timeframe.

Common Pitfalls to Avoid

While drafting a revised quotation email, be mindful of:

- Overloading with Information: Keep the email succinct but comprehensive.
- Ambiguous Pricing: Clearly specify all costs and adjustments.
- Ignoring Client Feedback: Address all requested changes explicitly.
- Lack of Validity Period: Always specify how long the quotation is valid.
- Neglecting Attachments: Ensure all relevant documents are attached and referenced.

Conclusion: The Value of a Thoughtfully Drafted Revised Quotation Email

In conclusion, the sample email for revised quotation is more than a mere template; it embodies professionalism, clarity, and responsiveness. When executed effectively, it can strengthen client relationships, facilitate smoother negotiations, and ultimately contribute to successful project outcomes. Crafting such emails with attention to detail and adherence to best practices is an investment in business credibility and operational efficiency.

By understanding the essential components, maintaining clarity, and fostering open communication, organizations can turn a routine revision into an opportunity for demonstrating commitment and building trust. As business environments grow increasingly competitive and customer-centric, mastering the art of the revised quotation email is a strategic advantage worth cultivating.

End of Article

QuestionAnswer What should be included in a sample email for a revised quotation? A clear

subject line indicating the revision, a polite greeting, reference to the original quotation, details of the revisions made, the updated quotation amount, and a courteous closing statement. How can I ensure my revised quotation email is professional? Use a formal tone, address the recipient properly, be concise and specific about changes, and proofread the email for clarity and correctness before sending. When should I send a revised quotation email? Send a revised quotation promptly after reviewing and making necessary adjustments to the initial quotation, especially when requested by the client or due to errors or changed requirements. What is a good subject line for a revised quotation email? ?Revised Quotation for [Project/Service Name]? or ?Updated Proposal for Your Review? to clearly indicate the email's purpose. How do I address pricing changes in a revised quotation email? Specify the original price, clearly outline the reasons for the change, and provide the new quotation amount with a breakdown if necessary for transparency. Should I attach the revised quotation as a document? Yes, attaching the revised quotation as a PDF or Word document helps maintain formatting and provides a clear reference for the client. What tone should I use in a sample email for a revised quotation? Maintain a professional, courteous, and collaborative tone to foster positive communication and address any concerns the client might have. Can you provide a sample opening line for a revised quotation email? Certainly! ?Dear [Client Name], please find attached the revised quotation for [Project/Service], reflecting the updates discussed.? How should I follow up after sending a revised quotation email? Wait a reasonable period, then send a polite follow-up to confirm receipt, ask if they have any questions, or to discuss next steps.

Related keywords: quotation email, revised quotation, sample email, price revision email, quotation update, email template for quotation, revised offer email, quotation correction email, quotation request email, formal quotation email

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