[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: REMINDER – THE PRICES WILL ONLY STAND FOR A LIMITED TIME**

Dear [CLIENT NAME],

This letter to confirm that the terms on the quotation that is enclosed are standing until [DATE].

The reason for this communication is to ensure that there has not been a miscommunication with regards to the terms of the quotation. If there is, please do not hesitate to contact us.

We would be happy to requote on any new specification that you may be concerned about. We can provide several different quotes for various possibilities, to aid you in your decision-making.

We can also recommend different alternatives that can meet any requirement – and budget.

Please call us to confirm any details or even renegotiate.

Sincerely,

[NAME]

[TITLE]

[CONTAC DETAILS]

[COMPANY EMAIL]