

CCS Insights: Discussion Re. Prices Quote

Feel the CCS & Co Difference

[Print on Company's Letterhead or insert Address]

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

RE: Your Quotation dated <<XXX>> [Reference Number << >>]

Thank you for your quotation for the supply of <<description of products/services>>.

We were surprised, however, to note the level of costs quoted. These do not appear to be consistent with other offers in the market currently. [For instance, <<give example(s) if applicable or required>>].

[We have always been satisfied with the products supplied by your company and would prefer to continue doing business with you, consider that your prices are reaching a level which will force me to look elsewhere to fulfil our requirements.]

Perhaps you could look at this quotation again and get back to us with a revised price.

We look forward to hearing from you in this respect.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please
contact:**

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