

# CCS Insights: Letters to Customers - Re-Quoting Prices

*Feel the CCS & Co Difference*

[Print on Company's Letterhead]

<<Date>>

<<Contact Name>>

<<Trading/Company Name of your Customer>>

<<Address>>

Dear <<Name of Contact>>,

<<Re: Our quotation of (DATE)>>

With reference to the above-mentioned quotation for the supply of <<Items/products>>, we are writing to enquire of your interest and whether that business has already been placed with another supplier.

In either event and in the knowledge of your on-going requirement(s), we would like the opportunity to submit an updated offer for your consideration, and to stress the high quality of the support services we provide and our ability to deliver the <<products/service>> promptly and to the standards required.

Therefore, enclosed is an updated quotation from which incorporates a reduction from the original quotation of <<%>>.

Should you have any queries please do not hesitate to call. We look forward to hearing of your interest in these revised terms.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please  
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