

On the letterhead

To:
Attention:

Date
Reference:

Dear

We thank you for your enquiry of ..., and appreciate your interest to our products.
Please find below our best commercial offer.

Description	Quantity	Unit price in USD (CPT, FPB, FCA....)	Total amount in USD CPT, FPB, FCA....)
Total:			

Packing:
Delivery:
Payment:

We are enclosing technical specification.
We hope that you will find our terms and delivery dates satisfactory and look forward to hearing from you soon.

Yours faithfully,