Taradale Garage Limited

PO Box 890

TARADALE

Today’s date

Address Block

Dear <<Contact>>

In today’s economic climate, the need to cut our prices is becoming more and more important. As the <<Title>> of one of our valued suppliers, we need to ask you to look at your prices for our current stock items and see if you are able to improve on your cost price to us. We will look at bulk purchases if this would improve the discounts offered at present.

We understand that this is difficult for you and would be happy to look at other brands of stock items if this would help you to cut some of the prices to us.

Could you please send in your quotations for the stock items by next Friday (key the specific date here).

Yours faithfully

Fred Jones

Manager