**(Name of recipient)**

(Address)

(Date)

Dear \_\_\_\_\_\_\_,

After sending you the quotation letter we have not heard from you since then. We are awaiting your next move so that we know how to supply you with the goods you requested.

(Include more specified information about the quotation letter sent)

If you require any more information about the quotation letter send, please do not hesitate to ask or call us. We are here to serve you to the best. So please if you want us to help you please help us.

We are looking forward for your response so that we could go to the next level.

**Thank you,**

**Sincerely,**

\_\_\_\_\_\_\_