**To**

**[The Recipient Person/authority]  
[Designation]  
[Healthcare unit]**

Re. Response to the Quotation Request Letter

Dear Mr. [Last Name],

I want to thank you, first, for considering our services and asking for a quotation for the required medical apparatus. I looked forward to writing about the latest and highly innovative addition to the surgical apparatus in the previous two months but could not. I am glad that you asked for a formal quotation letter.

My team has looked into the needed apparatus and realized that the supply could be delivered in the required time frame. However, the cost analysis is different as the federal government has revised the prices after the fiscal year 202X budget allocation.

The letter received by us asks for a cost line between USD [xxx] to USD [X]; however, according to the change in prices, the same delivery can be done at the minimal price of USD [xxx]. We are giving you the best possible discount in view of opening a new surgical ward in your hospital.

The prices set by my team are inexpensive and exclusively crafted for your hospital. The delivery of the required apparatus shall be supplied within the available time frame. If you conform with the quotation, please schedule a meeting to discuss further at your earliest convenience.

Look at the list below to view the revised prices for the medical items. [Enlist the required apparatus, their models, manufacturers, quality, and price per item.]

In case of any queries, please write to me at [email address] or call at [phone number]. Thank you for considering our service.

Best Regards,  
[Name]  
[Designation]  
[Signature]  
[Date]