[Print or ... insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

<< ... DATE)>>

Dear <<SIR/MADAM>>,

With reference to the above-menti... pply of <<Items/products>>, we are writing to enquire of your interest a... s has already been placed with another supplier.

In either event and in the knowledg... rement(s) we would like the opportunity to submit an updated offer for your ... ress the high quality of the support services we provide and our ability ... s/service>> promptly and to the standards required.

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

Should you have any queries plea... We look forward to hearing of your interest in these revised terms.

Yours sincerely,

<<Name>>
<<Title>>

Encl: <<Offer of (DATE)>>