

[COMPANY]
[ADDRESS 1]
[ADDRESS 2]
[CITY],
[STATE] [ZIP]
[PHONE]
[FAX]
[EMAIL]
[WEBSITE]

Date

(Name and Address)

Re: Automobile Quote

Dear _____:

Per your request I have enclosed a detailed automobile quote for the _____. If you have any questions concerning certain charges, please do not hesitate to contact me at your earliest convenience.

Sincerely,

[COMPANY]

By: _____

[NAME]

Its: _____