[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing this letter as a follow-up to the quotation I sent you on [mention Date] in response to your request for the same on [mention Date when the Quotation was requested]. After receiving the quotation, you told me that you will inform me about your final decision within the next seven working days.

Therefore, I am writing this letter as a result of your non-response even after seven days. If you have any queries related to the quotation or if you would like to discuss the payment schedule or any other element of the quotation, feel free to contact us during business hours. I will be looking forward to your response.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]