

From: Takeshi Watanabe
To: Dan Stone
Subject: Quote request

Dear Mr. Stone,

I am writing this to inform you that we are planning to give out promotional items imprinted with our company logo at a tradeshow in September. I understand that your company specializes in manufacturing such products and would like to request a quote for 2,000 units each of the following items:

- USB memory sticks
- 3-inch-square Post-It notes
- four-color ballpoint pens

Kindly provide a quote for the above items by July 15, including any shipping fees, as well as delivery time. If your quote is acceptable, we will place an order by the end of July.

Your prompt response would be greatly appreciated as we hope to place an order as soon as possible.

Sincerely,

Takeshi Watanabe
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