[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: FINAL REMINDER – TERMS AND PRICING**

Dear [CONTACT NAME],

The pricing conditions, as well as the terms, on this quotation, are guaranteed as quoted for [NUMBER OF DAYS] days.

If you decide to use our [PRODUCT/SERVICE], please let us know as soon as possible. Prices will then be locked in, and we will commence with the pricing regarding the moving forward of this transaction.

In the event you want a different [PRODUCT/SERVICE] than is described in our quotation, we will arrange this for you as you wish and give you an appropriately revised quotation.

Should you have any uncertainties regarding pricing, please let me know. I can extend the terms and prices on the quotation for you, for [NUMBER] days. Should our suppliers raise their own prices to us during the time you have already purchased, we will absorb the difference so you are not affected.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]