<Customer Name>

<Address>

<City>, <State> <Zip>

Dear <FirstName>,

Allow me to personally thank you for expressing interest in our services. In response to your inquiry, we have provided a list of our product offerings along with an initial quote. I’m confident you will find our pricing to be extremely competitive.

|  |  |  |
| --- | --- | --- |
| Product Number | Product Description | Quote |
| 16000 | Facility Maintenance and Repair | $132.58 |
| 30300 | Fleet Maintenance | $169.92 |
| 70700 | Predictive Maintenance/Preventative Maintenance | $220.20 |
| 81150 | Cleaning & Housekeeping Services | $581.62 |
| 87000 | Landscaping/Grounds Care | $232.52 |
| 90830 | Green Plants and Foliage Care | $189.52 |

Feel free to contact me with any questions you may have. I am very much looking forward to working with you, and hope to hear from you soon.

Kind Regards,

Mike Alexander

Managing Director

Zalexcorp Integrated Facility Services