<Insert date here>

Dear <insert first name here>

I hope you are well.

You recently gave me the chance to quote for managing your payroll.

Our charge for a managed payroll of **<insert number here>** **monthly** paid employees is **£<insert price here> per payroll.**

Please contact me on <insert telephone number here> or by email: <insert email address here> to discuss your payroll further.

I look forward to hearing from you shortly.

Yours sincerely

<insert name here>