

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Business Quotation

We are pleased to provide you with a quotation for [specific products or services]. Below are the details of our offer:

**\*\*Quotation Details:\*\***

- **\*\*Description of Products/Services:\*\*** [Brief description]

- **\*\*Quantity:\*\*** [Number]

- **\*\*Unit Price:\*\*** [Price per unit]

- **\*\*Total Price:\*\*** [Total amount]

- **\*\*Delivery Time:\*\*** [Estimated delivery time]

- **\*\*Payment Terms:\*\*** [Payment details]

If you have any questions or require further clarification, please feel free to contact me directly at [your phone number] or [your email address].

We look forward to the opportunity to work with you.

Thank you for considering our quotation.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]