

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for [Project/Service Description]

We are pleased to present our detailed quotation for [Project/Service].

Below are the specifications and pricing for your consideration.

**\*\*1. Description of Services/Products\*\***

- Item/Product Name: [Name]  
Description: [Brief description]  
Quantity: [Number]  
Unit Price: [Price]  
Total: [Total Price]

- Item/Product Name: [Name]  
Description: [Brief description]  
Quantity: [Number]  
Unit Price: [Price]  
Total: [Total Price]

**\*\*2. Additional Charges\*\***

- Shipping/Handling: [Cost]  
- Taxes: [Rate/Amount]

**\*\*3. Total Estimated Price\*\***

Subtotal: [Subtotal]

Total: [Total Amount]

**\*\*4. Terms and Conditions\*\***

- Validity: This quotation is valid until [expiration date].  
- Payment Terms: [50% upfront, balance upon completion]  
- Delivery Schedule: [Expected dates]

Should you have any questions or require further clarification, please do not hesitate to contact us at [phone number] or [email address]. We look forward to the opportunity to work with you.

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]