

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Subject: Legal Quotation for Services

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide you with a quotation regarding the legal services we discussed.

****Scope of Services:****

- [Briefly describe the legal services to be provided]

****Fee Structure:****

- [Detail the fee structure, including hourly rates, flat fees, or retainer agreements]

****Payment Terms:****

- [Outline payment schedule, methods, and any late fee provisions]

****Validity of Quotation:****

This quotation is valid until [expiration date].

If you have any further questions or require adjustments to this quotation, please do not hesitate to contact me.

Thank you for considering my services.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]