

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for [Product/Service Name]

Thank you for your inquiry regarding [Product/Service Name]. We are pleased to provide you with a personalized quotation based on your requirements.

****Quotation Details:****

- ****Description of Product/Service:**** [Brief description]

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

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

- ****Total Price:**** [Total cost]

****Additional Information:****

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

- ****Payment Terms:**** [Payment terms]

- ****Validity:**** This quotation is valid until [expiration date].

If you have any questions or require further adjustments to this quotation, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering [Your Company Name]. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]