

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for [Service/Product Name]

We are pleased to provide you with our quotation for [brief description of the service/product].

****Quotation Details:****

- ****Description:**** [Detailed description of the service/product]

- ****Quantity:**** [Number of units or hours]

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

- ****Total Cost:**** [Total price]

****Additional Information:****

- ****Terms and Conditions:**** [Payment terms, delivery times, etc.]

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

We appreciate the opportunity to quote for your needs and look forward to your feedback. Should you have any questions or require further

clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]