

[Your Company Letterhead]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for Bulk Order

We are pleased to provide you with a quotation for a bulk order as requested. Below are the details of the quotation:

**\*\*Product Description:\*\*** [Description of the product(s)]

**\*\*Quantity:\*\*** [Number of units]

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

**\*\*Total Price:\*\*** [Total cost for the order]

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

**\*\*Payment Terms:\*\*** [Payment terms]

Please note that this quotation is valid until [expiration date]. We are committed to providing you with the best service and quality products. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for considering our quotation. We look forward to the opportunity to work with you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Company Name]