

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for [Project Name]

We are pleased to provide you with a quotation for the [Project Name] as per your request. Below are the details of our proposal:

**\*\*Project Description:\*\***

[Brief description of the project]

**\*\*Scope of Work:\*\***

- [Item 1]

- [Item 2]

- [Item 3]

**\*\*Pricing:\*\***

- [Cost Estimate for Item 1]

- [Cost Estimate for Item 2]

- [Cost Estimate for Item 3]

- **\*\*Total Estimated Cost:\*\*** [Total Amount]

**\*\*Timeline:\*\***

- Project Start Date: [Start Date]

- Estimated Completion Date: [Completion Date]

**\*\*Terms and Conditions:\*\***

- [Payment Terms]

- [Warranty Information]

- [Any other relevant terms]

Please feel free to contact us if you have any questions or require further clarification regarding this quotation. We hope to have the opportunity to work together on this project.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]