

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for Consulting Services

We are pleased to submit our quotation for consulting services to

[briefly describe the project or service required].

**\*\*Scope of Services\*\***

1. [Service 1 Description]

2. [Service 2 Description]

3. [Service 3 Description]

**\*\*Timeline\*\***

- Estimated Start Date: [Start Date]

- Estimated Completion Date: [Completion Date]

**\*\*Pricing\*\***

- [Service 1]: \$[Price]

- [Service 2]: \$[Price]

- [Service 3]: \$[Price]

- **\*\*Total Cost\*\***: \$[Total Price]

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

- Payment terms: [e.g., 50% upfront, 50% upon completion]

- Validity of this quotation: [e.g., 30 days from the date of this letter]

We look forward to the opportunity to work with you. Please feel free to contact us at [Your Phone Number] or [Your Email Address] if you have any questions or need further clarification.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]