

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for Freelance Work

I hope this message finds you well. I am writing to provide you with a quotation for the freelance services you inquired about. Please find the details below:

****Project Description:****

[Brief description of the project/task]

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

- [Task 1]
- [Task 2]
- [Task 3]

****Timeline:****

[Estimated start and completion dates]

****Quotation:****

- [Service 1]: \$[price]
- [Service 2]: \$[price]
- [Service 3]: \$[price]

****Total Estimated Cost:**** \$[total price]

Please note that this quotation is valid until [expiry date]. If you have any questions or if you would like to discuss this further, please feel free to reach out.

Thank you for considering my services. I look forward to the opportunity to work together.

Best regards,

[Your Name]
[Your Job Title/Profession]
[Your Business Name (if applicable)]
[Your Website (if applicable)]