

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

[Email Address]

Dear [Client's Name],

Subject: Quotation for Graphic Design Services

Thank you for your inquiry regarding our graphic design services. We are pleased to provide you with the following quotation:

****Project Description:****

[Brief description of the project requirements]

****Services Included:****

- [Service 1]

- [Service 2]

- [Service 3]

****Timeline:****

- [Estimated start date]

- [Estimated completion date]

****Cost Breakdown:****

- [Service 1]: \$[amount]

- [Service 2]: \$[amount]

- [Service 3]: \$[amount]

- ****Total Estimated Cost:**** \$[total amount]

****Payment Terms:****

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

If you have any questions or require adjustments to this quotation, please feel free to reach out. We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]