

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for Repair Services

Thank you for your inquiry regarding our repair services. We are pleased to provide you with a quotation based on your requirements.

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

- [Description of the work to be performed]

- [Specific repair service details]

****Quotation Breakdown:****

1. Labor Cost: [Amount]

2. Materials Cost: [Amount]

3. Additional Charges: [Amount, if any]

4. Total Estimated Cost: [Total Amount]

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

- Validity of Quotation: [Number of days]

- Payment Terms: [Payment terms, e.g., 50% upon acceptance, balance upon completion]

- Estimated Completion Time: [Time frame for completion]

If you have any questions or need further clarification, please do not hesitate to contact us. We look forward to the opportunity to work with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]