

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Quotation for [Type of Services]

We are pleased to submit our quotation for the requested services as per your requirements. Below are the details:

****1. Description of Services:****

- [Service 1]
- [Service 2]
- [Service 3]

****2. Pricing:****

- [Service 1]: [\$ Amount]
- [Service 2]: [\$ Amount]
- [Service 3]: [\$ Amount]
- ****Total:**** [\$ Total Amount]

****3. Terms and Conditions:****

- Payment terms: [e.g., 50% upfront, 50% on completion]
- Delivery time: [e.g., within XX days/weeks]
- Validity: This quotation is valid until [Expiration Date]

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for considering our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]