

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Product/Service Name]

We are pleased to provide you with a quotation for [Product/Service Name] as per your request. Below are the details:

****Quotation Details:****

- ****Item/Service Description:**** [Description of the product/service]
- ****Quantity:**** [Quantity]
- ****Unit Price:**** [Price per unit]
- ****Total Price:**** [Total price]
- ****Validity:**** This quotation is valid until [Validity Date].

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

1. ****Payment Terms:**** [Specify payment terms, e.g., 50% upfront, remainder on delivery]
2. ****Delivery Terms:**** [Specify delivery timeframe and method]
3. ****Warranty:**** [Details of warranty, if applicable]
4. ****Cancellation Policy:**** [Outline cancellation terms]
5. ****Governing Law:**** This quotation shall be governed by the laws of [State/Country].

Please feel free to reach out if you have any questions or require further clarification. We look forward to the opportunity to work with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]