

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Quotation for [Product/Service]

We are pleased to provide you with a quotation for [brief description of the product/service]. Below are the details:

1. ****Product/Service Description****:

[Detailed description of the product/service]

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

- [Item/Service 1]: \$[Price]

- [Item/Service 2]: \$[Price]

- [Additional Items/Services]: \$[Price]

3. ****Total Cost****: \$[Total Price]

4. ****Terms and Conditions****:

- Payment Terms: [e.g., Net 30 days]

- Validity: [e.g., This quotation is valid until MM/DD/YYYY]

- Delivery Schedule: [e.g., Estimated delivery time]

Please feel free to contact us if you have any questions or require further information. We look forward to the opportunity to work with you.

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]