

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Quotation

I am writing to submit our quotation for [brief description of the goods/services]. Please find the details of the quotation attached for your review.

[Optionally include a brief summary of the quotation highlights or any special terms.]

We believe that our proposal meets the requirements and we are eager to work with you on this project. Please feel free to reach out if you have any questions or need further information.

Thank you for considering our quotation.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Attachment: Quotation Document]