

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

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

Dear [Recipient's Name],

Subject: Quotation Submission

We are pleased to submit our quotation for [brief description of the project or service]. Please find the details enclosed below:

1. Item/Service Description: [Description]

Quantity: [Quantity]

Unit Price: [Price]

Total Price: [Total]

2. [Additional items/services as needed]

Total Quotation Amount: [Total Amount]

We believe our proposal meets your requirements and offers the best value for your investment. If you have any questions or need further information, please feel free to contact me directly.

Thank you for considering our quotation. We look forward to the opportunity to work with you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]