

[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 for [Project/Service/Product Name]

I am writing to formally submit our quotation for [brief description of the project/service/product] as discussed.

Please find below the details of our quotation:

1. ****Description of Services/Products****:

- [Item 1: Description and specifications]
- [Item 2: Description and specifications]
- [Item 3: Description and specifications]

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

- Total Cost: \$[total amount]
- Payment Terms: [Terms and conditions]

3. ****Delivery Timeline****:

- [Estimated delivery time or project completion date]

4. ****Validity****:

- This quotation is valid until [expiry date of the quotation].

We are confident that our offerings align with your needs and look forward to the opportunity to work together. Should you have any questions or require further clarifications, please do not hesitate to contact me.

Thank you for considering our proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]