

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

Subject: Price Quotation for [Product/Service]

We are pleased to submit our price quotation for [brief description of the product/service] as requested. Below are the details of our proposal:

Item Description	Quantity	Unit Price	Total Price
[Item 1]	[Qty 1]	[Price 1]	[Total 1]
[Item 2]	[Qty 2]	[Price 2]	[Total 2]
[Additional Items]			

\*\*Subtotal:\*\* [Subtotal Amount]

\*\*Tax (if applicable):\*\* [Tax Amount]

\*\*Total Amount:\*\* [Total Amount]

This quotation is valid until [validity date]. Please feel free to contact us if you have any questions or require further information.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]