

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to Quotation Request

Thank you for your inquiry regarding [specific products/services]. We appreciate your interest in our offerings.

Based on your request, please find our quotation below:

- ****Item/Service Description:**** [Description]

- ****Quantity:**** [Quantity]

- ****Unit Price:**** [Unit Price]

- ****Total Price:**** [Total Price]

- ****Delivery Timeframe:**** [Delivery Time]

- ****Payment Terms:**** [Payment Terms]

Should you require further information or adjustments to this quotation, please do not hesitate to contact me.

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 Job Title]

[Your Company Name]