

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

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

Dear [Recipient Name],

Subject: Quotation Submission

I am writing to submit a quotation for [brief description of the goods/services]. Please find the details below:

****Item/Service Description**:**

- [Item/Service 1]: [Price/Details]
- [Item/Service 2]: [Price/Details]
- [Item/Service 3]: [Price/Details]

****Total Estimated Cost**:** [Total Price]

This quotation is valid until [expiration date]. Please feel free to reach out if you have any questions or require further information. Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]