

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation Submission for [Project/Service Name]

We are pleased to submit our quotation for [describe the project/service briefly]. Our proposal is tailored to meet your specific needs and requirements.

****Quotation Details:****

- ****Project/Service:**** [Project/Service Name]

- ****Total Cost:**** [Total Amount]

- ****Scope of Work:**** [Briefly outline the scope of work]

- ****Timeline:**** [Estimated start and completion dates]

- ****Terms and Conditions:**** [Any important terms]

We believe that our proposal offers you great value and we are looking forward to the opportunity to work together on this project. Should you have any questions or require further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]