

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

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

Dear [Recipient Name],

Subject: Quotation Submission

I hope this message finds you well.

Please find attached our quotation for [brief description of the service/product] as per your request.

****Quotation Details:****

- Description: [Service/Product Name]
- Quantity: [Quantity]
- Unit Price: [Price]
- Total Price: [Total Amount]
- Validity: [Quotation Validity Period]

Should you have any questions or require further clarification, please do not hesitate to contact me.

Looking forward to your positive response.

Thank you for considering our quotation.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Company Name]