

[Your Company Letterhead]

[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 am pleased to submit our quotation for [Brief Description of Products/Services]. Below are the details of our proposal:

1. ****Item/Service Description****: [Description]

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

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

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

2. ****Delivery Schedule****: [Specify timeframe]

3. ****Payment Terms****: [Specify terms]

4. ****Validity****: This quotation is valid until [Expiration Date].

Please feel free to reach out if you have any questions or require further information. We look forward to the opportunity to work together.

Thank you for considering our quotation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]