

[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 [brief description of the project/service] as requested. Please find the details below:

1. **\*\*Project/Service Description:\*\***

[Detailed description of the project/service]

2. **\*\*Quotation Breakdown:\*\***

- Item 1: [Description] - [Cost]
- Item 2: [Description] - [Cost]
- Total Estimated Cost: [Total Cost]

3. **\*\*Proposed Timeline:\*\***

[Timeline for project completion]

4. **\*\*Payment Terms:\*\***

[Payment terms and conditions]

5. **\*\*Validity of Quotation:\*\***

This quotation is valid until [expiry date].

We appreciate the opportunity to submit this quotation and look forward to the prospect of partnering with you. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]