

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for OQ Services

We are pleased to submit our quotation for the [specific services or products] as requested. Below are the details:

****Description of Services/Products**:**

- [Service/Product 1]: [Description, Quantity, Pricing]

- [Service/Product 2]: [Description, Quantity, Pricing]

****Total Amount**:** [Total Price]

****Terms and Conditions**:**

- Payment terms: [Specify payment terms]

- Delivery timeline: [Specify delivery time]

Please review the attached quotation document for further details. We believe our proposal will meet your needs effectively. If you have any questions or require further information, feel free to contact me directly.

Thank you for considering our proposal. We look forward to the opportunity to work with you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]