

[Your Company Letterhead]

[Your Company Logo]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for OQ Services

Thank you for your inquiry regarding our OQ services. We are pleased to provide you with the following quotation:

Description	Quantity	Unit Price	Total Price
[Service/Product 1]	[Qty 1]	[Price 1]	[Total 1]
[Service/Product 2]	[Qty 2]	[Price 2]	[Total 2]
[Service/Product 3]	[Qty 3]	[Price 3]	[Total 3]

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

This quotation is valid until [Expiration Date]. Please review the details and let us know if you have any questions or require further information.

We look forward to the opportunity of working with you.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]