

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Quotation for [Project/Service Name]

We are pleased to present our quotation for [description of the project or service]. Please find the details below:

****Quotation Details****

- ****Scope of Work:**** [Briefly outline the work]

- ****Materials:**** [List key materials]

- ****Cost:**** [Total cost]

- ****Timeline:**** [Estimated completion date]

This quotation is valid until [expiration date].

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]