

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [OQ Services/Product]

We are pleased to submit our quotation for [specific services/products related to OQ] as per your request. Below are the details of our proposed offer:

****1. Description of Services/Product****

- [Provide a brief description of the OQ services/products being quoted]

****2. Quotation Details****

- Quantity: [Specify quantity]

- Unit Price: [Specify unit price]

- Total Price: [Specify total price]

****3. Validity****

This quotation is valid until [expiration date].

****4. Terms and Conditions****

- Payment Terms: [Specify payment terms]

- Delivery Timeline: [Specify delivery timeline]

- [Any additional terms and conditions]

We appreciate the opportunity to work with [Recipient Company Name] and look forward to your favorable response. Should you have any questions or require further details, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our quotation.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]