

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for [Project/Service/Product Name]

We are pleased to submit our quotation for [briefly describe the project/service/product] as discussed. Below are the details of our offer:

****1. Project Details****

- Description: [Provide a brief description of the project/service/product]

- Duration: [Estimated timeline for completion]

- Scope: [Outline the scope of work involved]

****2. Pricing****

- Total Cost: [Provide the total cost]

- Payment Terms: [Specify payment terms, e.g., 50% upfront, 50% upon completion]

****3. Additional Information****

- [Any additional details, warranty information, or terms and conditions]

We believe that our offer aligns well with your requirements, and we look forward to the possibility of working together. Please feel free to reach out if you have any questions or need further clarification.

Thank you for considering our quotation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Website (if applicable)]