

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Project/Service Description]

We are pleased to submit our quotation for [brief description of products/services]. Please find the details below:

**\*\*1. Description of Products/Services\*\***

- [Product/Service 1]: [Brief Description] - [Price]

- [Product/Service 2]: [Brief Description] - [Price]

- [Product/Service 3]: [Brief Description] - [Price]

**\*\*2. Total Estimated Cost:\*\*** [Total Price]

**\*\*3. Terms and Conditions\*\***

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

- Validity of Quotation: [e.g., 30 days from the date of this letter]

- Delivery Lead Time: [e.g., 4-6 weeks after receipt of order]

If you have any questions or require further clarification, please do not hesitate to contact us. We look forward to the opportunity to work with you.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]