

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

We are pleased to provide you with our quotation for

[Project/Service/Product Name] as per your request. Please find the details below:

1. **\*\*Scope of Work\*\***

- [Brief description of the work/services/products offered]

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

- **\*\*Item Description\*\***: [Description of the item/service]
- **\*\*Quantity\*\***: [Number of items/services]
- **\*\*Unit Price\*\***: [Cost per item/service]
- **\*\*Total Price\*\***: [Total cost]

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

- [Payment terms, delivery timelines, warranty information, etc.]

4. **\*\*Validity\*\***

- This quotation is valid until [expiration date].

We appreciate the opportunity to work with you and look forward to your response. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]