

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

We are pleased to provide you with a quotation for [brief description of the project/service/product] as follows:

****1. Item Description****

- [Item/Product Name]
- [Specifications/Details]

****2. Quantity****

- [Number of Units]

****3. Price****

- [Unit Price]
- [Total Price]

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

- Payment Terms: [Payment terms, e.g., 50% upfront]
- Delivery Time: [Timeframe for delivery]
- Validity: This quotation is valid until [expiration date]

Should you have any questions or require further adjustments, please do not hesitate to contact us at [Your Contact Information].

Thank you for considering our quotation. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Email Address]

[Your Website] (if applicable)