

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Overview Letter for OQ Quotation

I am pleased to present our quotation for [brief description of the project or service] as discussed. This overview outlines the key components and highlights of our proposal:

1. **Project Scope**:

- [Concise description of the scope]

2. **Pricing**:

- [Summary of pricing and any relevant breakdown]

3. **Timeline**:

- [Estimated timeline for project completion]

4. **Key Benefits**:

- [List of key benefits that set your proposal apart]

5. **Next Steps**:

- [Instructions for proceeding with the quotation]

We appreciate the opportunity to submit this quotation and look forward to your response. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]