

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for OQ Services

We are pleased to submit our quotation for the OQ services as discussed.

Please find the details outlined below:

****Scope of Services:****

- [Brief Description of Services]

****Quotation Details:****

- [Service/Product 1]: [Price]

- [Service/Product 2]: [Price]

- [Service/Product 3]: [Price]

****Total Estimated Cost:**** [Total Price]

****Validity of Quotation:**** This quotation is valid until [Expiration Date].

Should you have any questions or require further information, please do not hesitate to reach out. We look forward to the opportunity to work with you.

Thank you for considering our quotation.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company Name]