

[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

I hope this message finds you well. We are pleased to provide you with a quotation for the OQ services as requested. Please find the details below:

****Quotation Details****

- ****Service Description:**** [Description of the services]
- ****Quantity:**** [Number of units/services]
- ****Unit Price:**** [Price per unit]
- ****Total Price:**** [Total amount]

****Terms and Conditions****

- [Outline any relevant terms and conditions, payment terms, delivery schedules, etc.]

We appreciate the opportunity to work with you and are confident that our services will meet your expectations. Please reach out if you have any questions or require further information.

Thank you for considering our quotation. We look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]