

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for [Project/Service Name] - OQ

We are pleased to provide you with a quotation for [describe the project or service] as per your request. Below are the details of our offer:

****Quotation Details:****

1. ****Description of Services/Products:****

- [Item 1: Description, Quantity, Unit Price]
- [Item 2: Description, Quantity, Unit Price]
- [Item 3: Description, Quantity, Unit Price]

2. ****Total Cost:**** [Total Amount]

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

****Terms and Conditions:****

- [Payment terms]
- [Delivery schedule]
- [Any warranties or guarantees]

We believe our offer meets your requirements, and we look forward to the opportunity to work together. Should you have any questions or require further clarification, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]