

[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 OQ Services

We appreciate your interest in our services and are pleased to provide you with our quotation for [specific OQ services].

**\*\*Quotation Details:\*\***

- **\*\*Service Description:\*\*** [Description of the OQ services]

- **\*\*Duration:\*\*** [Estimated duration of services]

- **\*\*Cost:\*\*** [Total cost]

- **\*\*Terms and Conditions:\*\*** [Any applicable terms and conditions]

Please feel free to reach out if you have any questions or require further information. We look forward to the opportunity to work with you.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]