

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Quotation for [Project/Service/Product Name]  
We are pleased to submit our quotation for [Project/Service/Product Name]  
as per your request. Below are the details of our proposal:  
- **\*\*Product/Service Description:\*\*** [Brief description]  
- **\*\*Quantity:\*\*** [Number]  
- **\*\*Unit Price:\*\*** [Amount]  
- **\*\*Total Price:\*\*** [Amount]  
- **\*\*Delivery Timeline:\*\*** [Expected delivery date]  
Please note that this quotation is valid until [Expiration Date]. If you  
have any questions or need further information, feel free to contact me  
directly.  
Thank you for considering our proposal. We look forward to the  
opportunity to work with you.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Company Website (if applicable)]