

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for OQ Services

We are pleased to submit our quotation for [specific OQ services] as per your request. Below, please find the details of our offer:

****1. Description of Services:****

- [Service 1]
- [Service 2]
- [Service 3]

****2. Pricing:****

- [Service 1]: [Price]
- [Service 2]: [Price]
- [Service 3]: [Price]
- ****Total Cost:**** [Total Price]

****3. Terms and Conditions:****

- Payment Terms: [Specify terms]
- Delivery Timeline: [Specify timeline]
- Validity of Quotation: [Specify duration]

We believe that our proposal will meet your requirements and look forward to the opportunity to work together. Please do not hesitate to contact us if you have any questions or need further clarification.

Thank you for considering our quotation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]