

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for [Product/Service Name]

Thank you for your inquiry regarding [Product/Service Name]. We are pleased to provide you with our quotation as follows:

**\*\*1. Product/Service Description:\*\***

- [Description of product/service]

**\*\*2. Quantity:\*\***

- [Specify quantity]

**\*\*3. Unit Price:\*\***

- [Price per unit]

**\*\*4. Total Price:\*\***

- [Total amount]

**\*\*5. Delivery Timeframe:\*\***

- [Estimated delivery time]

**\*\*6. Payment Terms:\*\***

- [Payment terms]

**\*\*7. Validity:\*\***

- This quotation is valid until [validity date].

We appreciate the opportunity to serve you and look forward to your positive response. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]