

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Quotation for [Product/Service]

We are pleased to submit our quotation for [brief description of product/service] as requested.

****Quotation Details**:**

- ****Item/Service Description**:** [Description]

- ****Quantity**:** [Quantity]

- ****Unit Price**:** [Price]

- ****Total Price**:** [Total]

- ****Delivery Time**:** [Delivery Time]

- ****Payment Terms**:** [Payment Terms]

Please feel free to reach out if you have any questions or require further information.

Thank you for considering our quotation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]