

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[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 [Product/Service Name]

We are pleased to provide you with a quotation for [describe the products/services]. Below are the details pertaining to your request:

****Quotation Details****

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

- [Description of product/service 1]
- [Description of product/service 2]
- [Description of product/service 3]

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

- Product/Service 1: \$[Amount]
- Product/Service 2: \$[Amount]
- Product/Service 3: \$[Amount]

****Total Cost:**** \$[Total Amount]

****Terms and Conditions:****

- Payment Terms: [Payment details]
- Delivery Timeline: [Estimated delivery date]
- Warranty: [Warranty information, if applicable]

We appreciate the opportunity to serve you and hope that this quotation meets your requirements. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for considering [Your Company Name]. We look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]