

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Quotation for [Description of Goods/Services]  
I hope this letter finds you well. We are pleased to provide you with a quotation for the requested goods/services as per your inquiry dated [Date of Inquiry].  
\*\*Quotation Details:\*\*  
- \*\*Item Description:\*\* [Description of the item/service]  
- \*\*Quantity:\*\* [Number of items/services]  
- \*\*Unit Price:\*\* [Price per unit]  
- \*\*Total Price:\*\* [Total price]  
\*\*Terms and Conditions:\*\*  
- [Payment Terms]  
- [Delivery Terms]  
- [Validity of Quotation]  
Please feel free to reach out if you have any questions or require further information. We look forward to the opportunity to serve you.  
Thank you for considering our quotation.  
Warm regards,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Website]