

[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 [Project/Service/Product Name]

We are pleased to submit our quotation for [describe the project/service/product] as per your request. Below, please find the details of our proposal:

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

- [Brief description of the service/product]

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

- [Specify quantity]

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

- [Price per unit]

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

- [Total cost]

5. ****Delivery Time****:

- [Expected delivery time]

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

- [Specify payment terms]

This quotation is valid until [expiry date of the quotation]. Should you have any questions or require further information, please do not hesitate to contact us at [your contact information].

Thank you for considering our proposal. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Company Website]