

[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]

We are pleased to provide you with a quotation for [describe the product/service]. Below are the details:

****Product/Service Description:****

- Item 1: [Description] - [Price]

- Item 2: [Description] - [Price]

- [Additional items as necessary]

****Total Amount:**** [Total Price]

****Delivery Time:**** [Estimated Delivery Time]

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

Please feel free to reach out if you have any questions or need further information. We look forward to the opportunity to serve you.

Thank you for considering our quotation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]