

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Service/Product Name]

We are pleased to provide you with a quotation for [brief description of the service or product] as requested.

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

- [Product/Service 1]: [Description] - [Price]

- [Product/Service 2]: [Description] - [Price]

****Total Estimated Cost:**** [Total Price]

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

- Payment Terms: [e.g., 30 days from invoice]

- Delivery Time: [Estimated delivery time]

- Validity: This quotation is valid until [expiration date].

We look forward to the opportunity to work with you. Please do not hesitate to contact us for any further information or clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]