

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Product/Service Name]

Thank you for your inquiry regarding our [product/service]. We are pleased to provide you with our quotation as follows:

**\*\*Quotation Details\*\*:**

| Item Description     | Quantity | Unit Price (\$) | Total Price (\$) |
|----------------------|----------|-----------------|------------------|
| [Item 1 Description] | [Qty 1]  | [Unit Price 1]  | [Total Price 1]  |
| [Item 2 Description] | [Qty 2]  | [Unit Price 2]  | [Total Price 2]  |
| [Item 3 Description] | [Qty 3]  | [Unit Price 3]  | [Total Price 3]  |

**\*\*Subtotal\*\*:** \$[Subtotal Amount]

**\*\*Tax (if applicable)\*\*:** \$[Tax Amount]

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

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

We appreciate your consideration of our quotation. Should you have any questions or require further information, please do not hesitate to reach out.

We look forward to the opportunity to serve you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Website URL] (optional)