

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for Services

We appreciate your interest in our services. Please find below the quotation based on your requirements discussed on [date of discussion].

****Scope of Services:****

- [Service 1 Description]

- [Service 2 Description]

- [Service 3 Description]

****Quotation:****

- [Service 1]: \$[Amount]

- [Service 2]: \$[Amount]

- [Service 3]: \$[Amount]

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

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

- Payment Terms: [e.g., 50% upfront, 50% upon completion]

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

- [Any other applicable terms]

Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]