

****QQ Quotation Letter Template****

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Product/Service Name]

Thank you for your inquiry regarding [Product/Service Name]. We are pleased to provide you with a quotation as follows:

****1. Product/Service Description****

- [Description of product/service]

- [Specifications/Details]

****2. Pricing****

- Unit Price: [Price]

- Quantity: [Amount]

- Total Price: [Total Amount]

****3. Payment Terms****

- [Payment Method/Terms]

****4. Delivery Terms****

- [Delivery Method/Timeframe]

****5. Validity****

- This quotation is valid until [Expiration Date].

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]