

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to provide you with a quotation based on your recent inquiry regarding [specific products/services]. Below are the details of our quotation:

****Quotation Number:**** [Quotation Number]

****Valid Until:**** [Expiration Date]

****Description of Products/Services:****

Item Number	Description	Quantity	Unit Price	Total Price
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[Item 1]	[Description 1]	[Qty 1]	[Price 1]	[Total 1]
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[Item 2]	[Description 2]	[Qty 2]	[Price 2]	[Total 2]
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		Subtotal		[Subtotal]
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		Tax (if applicable)		[Tax Amount]
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		Total Amount		[Total]
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****Payment Terms:**** [Payment Terms]

****Delivery Schedule:**** [Delivery Schedule]

****Additional Comments:**** [Any additional information or terms]

If you have any questions or need further assistance, please do not hesitate to contact us. We look forward to the opportunity to work with you.

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]