

****Quotation Letter Template****

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Project/Product/Service Name]

Thank you for your inquiry regarding [specific project/product/service].

We are pleased to provide you with our quotation as follows:

****1. Description of Products/Services****

- Item/Product Name:

- Description:

- Quantity:

- Unit Price:

- Total Price:

****2. Additional Information****

- Delivery Timeframe:

- Payment Terms:

- Validity of Quotation:

If you have any questions or require further information, please do not hesitate to contact us. We look forward to the opportunity to work together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Signature (if sending a hard copy)]