

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for [Product/Service Name]

We appreciate your interest in our services/products. Based on your request, we are pleased to provide you with the following quotation:

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

- Item: [Product/Service Name]

- Specifications: [Details]

- Quantity: [Number]

- Unit Price: [Price]

- Total Price: [Total]

****2. Additional Charges****

- Shipping: [Cost]

- Tax: [Cost]

- Other Fees: [Detail and cost]

****3. Total Amount****

- Total Quotation Amount: [Final Total]

****4. Terms and Conditions****

- Payment Terms: [Details]

- Validity: This quotation is valid until [Date].

- Delivery Time: [Expected delivery timeline]

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

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]