

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation for [Product/Service]

We are pleased to provide you with a quotation for [Product/Service] as per your request. Below are the details:

**\*\*Description of Goods/Services\*\***

- Item 1: [Description]

Quantity: [Quantity]

Unit Price: [Price]

Total: [Total Price]

- Item 2: [Description]

Quantity: [Quantity]

Unit Price: [Price]

Total: [Total Price]

**\*\*Total Quotation Amount\*\***: [Total Amount]

Terms and Conditions:

- Payment Terms: [Payment Terms]

- Delivery Time: [Delivery Time]

- Validity Period of Quote: [Validity Period]

Should you have any questions or require further assistance, please feel free to contact us at [Your Contact Information].

Thank you for considering our quotation. We look forward to the opportunity to serve you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]