

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation Notification

We are pleased to inform you that we have prepared a quotation in response to your recent inquiry regarding [brief description of the services/products].

Attached to this letter, you will find the detailed quotation outlining our proposed pricing and terms. We believe that our offerings align well with your requirements and can provide excellent value.

Should you have any questions or require further clarifications, please do not hesitate to reach out to us. We are here to assist you and are looking forward to the possibility of working together.

Thank you for considering our proposal.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]

[Attachment: Quotation Document]