

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of Quotation Notice

I am writing to submit our quotation in response to your notice dated [insert date of notice]. We appreciate the opportunity to provide our proposal for [briefly describe the goods/services you are quoting]. Enclosed with this letter, please find our detailed quotation, along with the necessary documents as requested. The key points of our proposal include:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

We believe that our offering will meet your needs effectively and look forward to the possibility of working together. Should you have any questions or require further details, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering our quotation. We hope to hear from you soon.  
Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]