

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Quotation Notice for [Project/Service Name]

We are pleased to inform you that we are accepting quotations for [brief description of the project or service]. The details are as follows:

- **\*\*Scope of Work:\*\*** [Briefly outline the work required]
- **\*\*Submission Deadline:\*\*** [Date and time]
- **\*\*Submission Method:\*\*** [Instructions on how to submit the quotation]
- **\*\*Contact Information:\*\*** [Your contact details for inquiries]

We look forward to receiving your quotation and appreciate your interest in working with us.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

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[Optional: Enclosure/Attachment if applicable]