

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your request for quotation dated [date of request]. We appreciate your interest in our products/services.

We are pleased to provide you with the following quotation for your consideration:

**\*\*Product/Service Description:\*\***

- [Description of product/service]
- [Product/Service Model or Code]
- [Quantity]
- [Unit Price]
- [Total Price]

**\*\*Terms and Conditions:\*\***

- [Payment Terms]
- [Delivery Timeframe]
- [Validity Period of Quotation]

Please review the quotation and let us know if you have any questions or require further information. We look forward to the opportunity to work with you.

Thank you for considering our proposal.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]