

[Your Company Letterhead]

[Today's Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Quotation for [Product/Service]

Thank you for your inquiry regarding our [product/service]. We are pleased to provide you with a quotation as follows:

****Quotation Details:****

- ****Product/Service Description:**** [Description]

- ****Quantity:**** [Quantity]

- ****Unit Price:**** [Price]

- ****Total Price:**** [Total Price]

- ****Delivery Time:**** [Delivery Time]

- ****Payment Terms:**** [Payment Terms]

This quotation is valid until [Expiration Date]. Should you have any questions or require further information, please do not hesitate to contact us.

We look forward to the opportunity to work with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Company Website]