

Quotation Letter For Services

A quotation letter for services is a formal document sent by a service provider to a potential client, outlining the cost and details of the services offered. Here's a sample format you can use:

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Subject: Quotation for [Service Name]

Dear [Client Name],

Thank you for considering [Your Company Name] for your [specific service] requirements. We are pleased to submit the following quotation for the services you inquired about:

Service Description:

- [Service 1 Description]
- [Service 2 Description]
- [Any other details regarding the services]

Cost Breakdown:

Service	Description	Cost
[Service 1]	[Details about Service 1]	[Price 1]
[Service 2]	[Details about Service 2]	[Price 2]
Total Cost		[Total]

Terms and Conditions:

- Payment terms: [e.g., 50% advance, 50% upon completion]
- Service timeline: [Specify time for service completion]
- Validity of quotation: This quotation is valid until [validity date].
- Other terms: [Specify any other conditions]

We look forward to the opportunity to work with you. Please feel free to contact us if you have any questions or require further details.

Thank you for your time and consideration.

Best regards,

[Your Full Name]

[Your Job Title]

[Your Company Name]