

Quotation Letter to Customer

[Your Company Name]

[Company Address]

[City, Zip Code]

[Phone Number]

[Email Address]

Date: [Month Day, Year]

[Customer's Name]

[Customer's Company Name]

[Customer's Address]

[City, Zip Code]

Subject: Quotation for [Product/Service Name]

Dear [Customer's Name],

Thank you for your inquiry regarding [product/service name]. We are pleased to provide you with the requested quotation based on the details provided.

Quotation Summary:

- **Product/Service:** [Provide a detailed description of the product or service]
- **Quantity:** [Quantity requested]
- **Price per Unit:** [Price per unit, if applicable]
- **Total Cost:** [Total cost of the product/service]

- **Delivery Time:** [Expected delivery time, if applicable]
- **Payment Terms:** [Specify payment terms, e.g., 30% upfront, balance on delivery]

Additional Information:

- **Discounts:** [Mention any applicable discounts or offers]
- **Warranties:** [Include any warranty or guarantee terms]
- **Validity:** This quotation is valid for [X days], after which prices may be subject to change.

We ensure the highest quality of products/services and are confident that this proposal meets your requirements. Should you have any questions or need further clarification, please do not hesitate to contact us. We look forward to the opportunity of working with you.

Thank you once again for considering us for your business needs.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]