

Quotation Letter For Business

A quotation letter is a formal document sent by a business to a prospective client or another business to provide details on the cost of goods or services. Here's a simple template for a business quotation letter:

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Quotation for [Product/Service]

Dear [Recipient's Name],

We are pleased to submit our quotation for the [product/service] you have inquired about. Below are the details:

Descriptio n	Quantity	Unit Price	Total Price
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[Item 1]	[Quantity 1]	[Unit Price 1]	[Total Price 1]
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[Item 2]	[Quantity 2]	[Unit Price 2]	[Total Price 2]
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Total Amount: [Total Amount]

Our prices are valid for [number of days] from the date of this letter. Please feel free to reach out to us for any additional information or clarifications regarding this quotation.

We look forward to the opportunity to work with you and provide the best solution for your [product/service] requirements.

Thank you for considering [Your Company Name]. We hope to hear from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]