

# Quotation Submission Letter

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**[Your Company Name]**

[Company Address]

[City, Zip Code]

[Phone Number]

[Email Address]

**Date:** [Month Day, Year]

**[Recipient Name]**

[Recipient's Company Name]

[Recipient's Address]

[City, Zip Code]

**Subject:** Submission of Quotation for [Project/Service Name]

**Dear [Recipient's Name],**

We are pleased to submit our quotation for the [project/service name] as per your request. We have thoroughly reviewed the project requirements and have prepared a detailed and competitive proposal. The enclosed quotation includes the breakdown of costs, timelines, and the scope of work for your consideration.

## **Quotation Summary:**

- **Project/Service:** [Brief description of the project or service]
- **Total Cost:** [Total Amount]

- **Project Timeline:** [Duration of work]
- **Payment Terms:** [e.g., 30% upfront, 40% during the project, 30% upon completion]

The quotation is valid for [X] days from the date of this letter. We assure you of our commitment to providing high-quality work, timely completion, and adherence to all agreed-upon terms. Should you require any further clarification or modifications, please feel free to contact us.

We look forward to the opportunity to work with you and contribute to the successful completion of this project.

**Thank you** for considering our submission. We await your favorable response.

**Sincerely,**

[Your Name]

[Your Position]

[Your Contact Information]