

Purchase Agreement Cost Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to submit our cost proposal for the purchase agreement regarding [description of goods/services]. Below is a breakdown of the proposed costs:

Cost Breakdown

- Item/Service Description: [Description]
- Quantity: [Quantity]
- Unit Price: [Unit Price]
- Total Price: [Total Price]

Total Estimated Cost: [Total Estimated Cost]

Please review the proposal and let us know if you have any questions or require further information. We look forward to the opportunity to work together.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]