

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Department]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Price Quotation for [Project Title/Item Description]

We are pleased to submit our price quotation for the [Project Title/Item Description] as requested in your tender [Tender Number/Reference]. Below are the details of our quotation:

<b>Item Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]

Total Amount: [Total Amount]

This quotation is valid until [Expiry Date]. We assure you of our commitment to quality and timely delivery. Should you have any questions or require further information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our proposal. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]