

# Supplier Quotation Submission

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our quotation for the [Project Name] as requested. Please find the details of our quotation below:

## Quotation Details

- Item Description: [Item 1 Description]
- Quantity: [Quantity]
- Unit Price: [Unit Price]
- Total Price: [Total Price]

[Repeat for additional items as necessary]

## Terms and Conditions

[Insert any terms and conditions related to the quotation]

We look forward to the opportunity to work together on this project. Please feel free to reach out if you have any questions or require further information.

Thank you for considering our quotation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]