

**Your Company Name**

Address Line 1  
Address Line 2  
Phone: (123) 456-7890  
Email: info@yourcompany.com  
Date: [Insert Date]

**To,**  
Recipient Name  
Recipient's Company Name  
Address Line 1  
Address Line 2

**Subject:** Business Proposal with Itemized Quotation

Dear [Recipient Name],

We are pleased to present our business proposal for **[briefly describe the service/product]** as per your requirements. Our team is committed to delivering quality services and value to support your business objectives. Please find below the detailed, itemized quotation tailored specifically to your needs.

#	Description	Quantity	Unit Price	Total
1	[Item/Service 1]	10	\$100	\$1,000
2	[Item/Service 2]	5	\$200	\$1,000
3	[Item/Service 3]	2	\$500	\$1,000
<b>Subtotal</b>				\$3,000
Tax (10%)				\$300
<b>Total Amount</b>				<b>\$3,300</b>

**Terms & Conditions:**

- Payment terms: 50% advance, 50% upon completion / delivery.
- Quotation valid for 30 days from the date of this letter.
- Delivery timeline: [Specify estimated time].
- Any changes or additional requests may incur extra costs.

We look forward to the opportunity to work with you.  
Please do not hesitate to contact us with any questions or clarifications. Thank you for considering our proposal.

Sincerely,  
**[Your Full Name]**  
[Your Position]  
[Your Company Name]