

[Your Company Letterhead]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Business Proposal and Quotation for [Project/Service/Product Name]

We appreciate the opportunity to submit our proposal for [briefly describe the purpose, e.g., providing IT support services] to [Recipient's Company Name]. At [Your Company Name], we are committed to delivering high-quality solutions tailored to your requirements.

Based on our discussions and your outlined needs, please find below a detailed proposal and quotation for your consideration:

Scope of Services/Products

- [Service/Product 1: Brief description]
- [Service/Product 2: Brief description]
- [Service/Product 3: Brief description]

Quotation & Cost Breakdown

Item/Service	Description	Unit Price	Quantity	Total
[Item/Service 1]	[Description of item/service 1]	[Unit Price 1]	[Qty 1]	[Total 1]
[Item/Service 2]	[Description of item/service 2]	[Unit Price 2]	[Qty 2]	[Total 2]
Subtotal:				[Subtotal Amount]
Taxes (if applicable):				[Tax Amount]
Grand Total:				[Grand Total]

Project Timeline

Estimated start date: [Start Date]
Estimated completion date: [End Date]
Key milestones:
- [Milestone 1]: [Date/Duration]
- [Milestone 2]: [Date/Duration]

Terms and Conditions

- Payment Terms: [Payment details, e.g., 50% upon acceptance, balance on delivery]
- Validity: This quotation is valid until [Validity Date]
- Warranty/Support: [Details of warranty period or support offered]
- Cancellation/Amendment Policy: [Details]

We believe this proposal aligns well with your objectives and look forward to working with your team. Please do not hesitate to contact us if you require further details or adjustments to this proposal.

Thank you for considering our offer. We await your favorable response.

Sincerely,
[Your Name]
[Your Position/Title]

