

[Your Company Letterhead]
[Your Name]
[Your Position]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[City, State ZIP Code]

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

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] to present a formal business proposal and quotation for [briefly state purpose, e.g., "the provision of web development services"]. We greatly appreciate the opportunity to collaborate with [Recipient's Company Name] and are confident that our expertise and solutions will deliver significant value to your operations.

Proposal Overview:

[Briefly describe the proposed service or product, highlighting key features, benefits, and unique selling points relevant to the recipient's needs. Specify objectives, deliverables, and expected outcomes.]

Quotation:

Description	Qty	Unit Price	Total
[Item/Service 1]	[Qty]	[Unit Price]	[Total]
[Item/Service 2]	[Qty]	[Unit Price]	[Total]
Subtotal			[Subtotal]
Tax ([% Rate])			[Tax Amount]
Total			[Grand Total]

Payment Terms: [Specify payment method, deposit if any, due date, etc.]

Validity: This quotation is valid until [Expiry Date].

Should you have any questions or require further clarification regarding our proposal, please do not hesitate to contact me directly. We look forward to the opportunity to work together and contribute to your continued success.

Sincerely,
[Your Name]
[Your Position]

