

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]
[Position]
[Company]
[Department]
[Division]
[Address 1]
[Address 2]
[City], [St/Prov], [Country] [ZIP/POSTAL]

Re: Quote for [proposed job]

[Salutation]

As you requested on [date of quote request], we have prepared a quote for your [name of proposed job]. You outlined the following needs:

- [Describe the services or products in as much detail as necessary, as the reader requested]
- [Use a bulleted list to make each item clear]
- [This letter can later serve as a record of your quote, even if your eventual contract differs]

To meet your needs, [your own company] will charge:

[First Item or Service]	[\$xxx.xx]
[Second Item or Service]	[\$xxx.xx]
[Taxes]	[\$xxx.xx]
Total Cost:	[\$xxx.xx]

[adapt as necessary for hourly rates, etc.]

If you are interested in contracting us for this job, or have any questions, please call me at [your phone number]. Thank you for inviting us to bid on this project.

Sincerely,

[Your Name]
[Your Position]

[Notations for Enclosures, cc:, etc.]