

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]
[CC Contact List, if applicable]

[Re: Quotation Number or Proposal Reference]

Dear [First Name Last Name],

Thank you for the opportunity to bid on your [project name]. Enclosed, please find our proposal, which offers you the chance to [clearly describe your value proposition and its benefit to the recipient]

If you have any questions, please don't hesitate to reach out and ask.

I look forward to discussing our proposal with you further,

Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]