**4. Quotation Email**

**Subject:** Quotation for [Product/Service]

Dear [Recipient's Name],

I hope this message finds you well.

Thank you for your interest in our [product/service]. Based on your requirements, I am pleased to provide the following quotation:

* [Additional Details/Services]: [Price or Description]
* Total: [Total Price]

Please do not hesitate to contact me if you have any questions or require further clarification.

We look forward to the opportunity to work with you.

Best regards,  
[Your Full Name]  
[Your Job Title]  
[Your Company Name]