ProjectName

Company

CompanyAddress

PresentationDate

**For the Attention of:** **ContactName**

**Our Reference:** **ProposalNumber**

Dear ContactName,

xxxxx & Process Technologies is pleased to provide Customer with the attached proposal for the ProjectName project in InstallationLocation. In developing this quotation, xxxxx with Customer in an effort to understand your project and business needs. The attached proposal outlines the solution we feel will best meet these objectives.

We greatly appreciate your consideration of xxx for this project. Our measure of success is how well we deliver solutions that help our customers meet their critical business objectives. We hope to have the opportunity to demonstrate this with Customer.

I will be calling you to discuss our proposal and provide any additional information that may help your evaluation. Until then, please contact me if you have any questions.

Yours sincerely,

SalesEngineer

SalesEngineerTitle

SalesEngineerPhone

SalesEngineerEmail

cc: ApplicationEngineer

Unless expressly agreed otherwise in writing, all our proposals, sales and order confirmation are subject to our terms and conditions of sale.