Date:

To:

Address

**Subject: Sample quotation letter**

Respected sir,

I hope this letter finds you in good health. I have to appreciate the fact that you have a professional approach towards your business and you are keen to protect the legal rights of your firm.  We have worked with so many businesses in the past and provided our valuable legal services to them.

When it comes to legal matters, people are often seen showing concerns. It is natural to be worried concerning our competency when we show our willingness to offer our services to you. However, we assure you that nothing will go wrong and you will see the best results as our qualified team is experienced enough to handle all the legal affairs with adroitness.

The charges of our services vary from service to service. However, we often charge 1000$ each month for handling day to day legal matters. Our well-qualified team members are adept at dealing with personal matters of individuals also. We believe that we are competent enough to take full care of your business in all situations. We have a strong ability to listen to the problems of our clients and understand them well.

If you are interested to render our services and want to negotiate with us, you can contact us on our official phone number or email address. We will look forward to your response.

Regards

Name of the sender

Signatures