[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Quotation for Property Insurance Coverage - [Property Address/Reference Number]

Dear [Recipient Name],

Thank you for the opportunity to provide a quotation for your property insurance needs. Based on our recent discussion and the information provided, we have developed a customized coverage plan designed to protect your assets.

Below is a summary of the proposed coverage and estimated premium:

- **Policy Type:** [e.g., Commercial Property / Homeowners]
- **Coverage Limit (Building):** $[Amount]
- **Coverage Limit (Contents):** $[Amount]
- **Liability Limit:** $[Amount]
- **Deductible:** $[Amount]
- **Annual Premium:** $[Amount]

Please find the detailed breakdown of terms, conditions, and exclusions in the attached document.

This quotation is valid until [Date]. To proceed with this coverage or if you have any questions regarding the specific details of this proposal, please contact me directly at [Phone Number] or [Email Address].

We look forward to the possibility of working with you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]