**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Request for the Quotation for Computerized Solar Panels Installation**

Dear [NAME],

I am [NAME], the [POSITION] from the [COMPANY]. We are working on Renewable Energy Sources (RE) in collaboration with the Climate Change programs to lessen the climatic impacts supplemented by the energy sector in generating electricity. Our main objective is to find the best possible solutions to provide noiseless and pollution-free energy sources that would ultimately produce electrical energy.

A power supply chain shall be started in this program in which we plan to distribute solar panels of [X] MW. These solar panels shall be distributed to the small businesses in the sector [XX] to convey the message of climate control and wish them luck.

We want computerized solar panels with battery backup that ensure optimal performance through good quality. We need a quotation statement for the cost and quality assurance from setting up a scaffold and solar panel mounts to starting and operating the solar panels including its complete wiring and solar inverters installation.

We require a brief quotation statement without any ambiguity especially in the quality assurance and cost estimation. You are required to submit the quotation by [DATE]. The quotation statement shall not be accepted after three days of the deadline.

Moreover, if you have any suggestions to put into this project, you are welcome to meet our officials in person or write an advisory letter to the relevant department to submit your suggestions. We shall be highly grateful to you if you submit the quotation in the given time. We expect a good deal from your company. In case of any queries related to this, please write to our project manager at [EMAIL]. Thank you.

Regards.

[Your Name]  
[Address]