

Quotation Acceptance Letter

[Your Company Name]

[Your Address]

[City, Zip Code]

[Phone Number]

[Email Address]

Date: [Month Day, Year]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, Zip Code]

Subject: Acceptance of Quotation for [Product/Service Name]

Dear [Vendor's Name],

We are pleased to inform you that we have reviewed your quotation for [product/service name] dated [quotation date] and are happy to accept the terms and conditions outlined.

Details of Acceptance:

- **Quotation Reference Number:** [Reference number, if any]
- **Total Agreed Cost:** [Total Amount]
- **Work Description:** [Brief description of product/service being accepted]

- **Payment Terms:** [Agreed-upon payment terms]
- **Delivery Date:** [Estimated delivery/completion date, if applicable]

We kindly request that you proceed with the necessary arrangements as outlined in the quotation. Please keep us updated on the progress of the work and let us know if any additional details or documents are required to finalize the process.

We appreciate your professionalism and look forward to a successful collaboration. Should you need any further information or clarification from our end, feel free to reach out.

Thank you once again for your prompt service.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]