

Quotation Acceptance Letter Sample

Dear [Supplier or vendor name],

With reference to quotation number [123456] that you sent on [some date], we are glad to inform you that your quote has been selected for the corresponding project.

Going further, we request you to supply the following documents in order to process the purchase order and initiate other transactions.

1) VAT certificate

2) â€¦.

3) â€¦.

As per the quotation, advance payment of [\$10000] will be paid upon signing the agreement. Please approach the procurement department any time in the next week for paper signing and other formalities.

Looking forward to doing business with you.

Best Regards