

Formal Quotation Acceptance Letter

Subject: Acceptance of Quotation for [Product/Service]

Dear [Supplier's Name],

We are pleased to inform you that we accept the quotation provided by your company on [Date] for [Product/Service]. The terms and conditions outlined in your quotation are acceptable to us.

Please proceed with the delivery and confirm the expected timeline. We look forward to your prompt response and a successful transaction.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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