

Professional Quotation Acceptance Letter

Subject: Confirmation and Acceptance of Quotation

Dear [Supplier's Name],

After careful review, we formally accept your quotation dated [Date] for [Product/Service]. We agree to all terms and conditions mentioned, including payment schedule and delivery timelines.

Please acknowledge receipt of this acceptance and provide a confirmation of delivery schedule. We anticipate a smooth and timely execution of this order.

Kind regards,

[Your Name]

[Your Position]

[Company Name]

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