

Formal Quotation Acceptance Letter

Subject: Acceptance of Quotation

Dear [Supplier Name],

We are pleased to inform you that we accept your quotation dated [Date] for [Product/Service]. We appreciate your detailed proposal and confirm our intention to proceed with the order under the terms mentioned in your quotation.

Please prepare the necessary documents for delivery and invoice generation. We expect the delivery to commence as per the timeline provided.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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