

Quotation Approval Letter

Dear [Recipient],

We are pleased to inform you that your quotation for [Product/Service] has been approved. We appreciate the time and effort you put into preparing the quotation and are pleased with the competitive pricing you have offered.

As per our discussion, we would like to proceed with the purchase of [Quantity] units of [Product/Service] as per the terms and conditions mentioned in your quotation. We request you to prepare an invoice as per the agreed pricing and send it to us at the earliest.

We would like to thank you for your prompt response and professional approach. We look forward to working with you and developing a long-lasting business relationship.

Please feel free to contact us if you require any further information or clarification.

Thank you.

Sincerely,

[Your Name]

[Your Company Name]