

Quick Vendor Proposal Approval

Subject: Proposal Accepted - [Project Name]

Hi [Vendor Name],

Great news! We've reviewed your proposal submitted on [Date] for [Service/Product Description], and we're ready to move forward.

Your proposed budget of [Amount] fits within our allocated resources, and your timeline aligns perfectly with our project deadlines. The technical specifications you've outlined meet all our requirements.

Next steps:

- We'll send the formal contract by end of week
- Project kickoff is scheduled for [Date]
- Initial deliverables due [Date]

Thanks for the thorough proposal. Looking forward to working together!

Best regards,

[Your Name]

[Department]

[Company]

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