

Quotation Confirmation Letter

Subject: Quotation Confirmation Letter

Dear [Recipient's Name],

I am writing to confirm the acceptance of the quotation provided by your company, [Company Name], on [Quotation Date]. We have thoroughly reviewed the quotation, and we are pleased to inform you that we accept the terms and conditions outlined therein.

We appreciate the time and effort your team put into preparing the quotation. Your competitive pricing and attention to detail have greatly impressed us. The proposed products/services align perfectly with our requirements, and we believe that your company is the ideal choice for meeting our needs.

We would like to proceed with the order as specified in the quotation. Please find attached a copy of the accepted quotation for your reference. The terms and conditions mentioned in the quotation are binding and shall govern our future business interactions.

As per the agreed timeline, we expect the delivery/installation/completion of the products/services by [Delivery/Installation/Completion Date]. Please ensure that all necessary arrangements are made to meet the specified deadline.

Regarding payment, we will follow the agreed-upon terms mentioned in the quotation. Our preferred method of payment is [Payment Method], and we will adhere to the payment schedule outlined in the quotation.

If there are any changes or modifications required to the quotation, please notify us promptly so that we can discuss and resolve them accordingly. We anticipate a smooth and mutually beneficial business relationship with your company.

Should you have any further queries or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. We look forward to working with your team and receiving exceptional products/services from your company.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]

[Your Designation]

[Your Company Name]