

Professional service quotation acceptance

Subject: Confirmation of Quotation #QT-2024-001

Dear [Service Provider Name],

We are pleased to confirm our acceptance of your quotation dated [Date] for [specific service/project description]. After careful review, we find your proposal meets our requirements and budget expectations.

The confirmed details are as follows:

- Service Description: [Detailed service description]
- Total Amount: \$[Amount]
- Timeline: [Start date] to [End date]
- Payment Terms: [Payment schedule]

We acknowledge and accept all terms and conditions outlined in your quotation. Please proceed with the necessary arrangements and send us the formal contract for execution.

We look forward to a successful collaboration and expect the project to commence as scheduled.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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