

Construction work quotation acceptance

Subject: Acceptance of Construction Quotation - Project [Project Name]

Dear [Contractor Name],

This letter serves as our formal confirmation and acceptance of your quotation reference [Quote Number] dated [Date] for the construction work at [Property Address].

Confirmed Project Details:

- Scope of Work: [Detailed description of construction work]
- Materials Specifications: As per your detailed breakdown
- Project Duration: [Number] weeks commencing [Start Date]
- Total Contract Value: \$[Amount] inclusive of all taxes
- Payment Schedule: [Milestone-based payment terms]

We have reviewed your credentials, insurance certificates, and references, all of which meet our standards. Please provide the construction contract and necessary permits documentation for our review.

We expect work to begin on [Date] as discussed. Please confirm receipt of this acceptance and your availability to start as scheduled.

Sincerely,

[Your Name]

[Property Owner/Project Manager]

[Contact Details]

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