

Quotation acceptance with conditions

Subject: Conditional Acceptance of Quotation #[Quote Number]

Dear [Vendor Name],

We acknowledge receipt of your quotation dated [Date] and wish to proceed with conditional acceptance pending resolution of the following items:

ACCEPTED TERMS:

- Base service/product as quoted: \$[Amount]
- Delivery timeframe: [Timeframe]
- Quality specifications: As outlined

CONDITIONS FOR FINAL CONFIRMATION:

1. [Specific condition #1]
2. [Specific condition #2]
3. [Any additional requirements]

We are prepared to issue a purchase order immediately upon your written confirmation that these conditions can be met. Please respond within [Number] days to avoid delays in project timeline.

If you cannot accommodate these conditions, please provide alternative solutions for our consideration.

We appreciate your cooperation and look forward to your prompt response.

Regards,

[Your Name]

[Title]

[Company]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/quotation-confirmation-letter>