

Urgent service confirmation

Subject: URGENT - Confirming Emergency Service Quote

[Service Provider Name],

This confirms our phone conversation and your emergency service quotation for [urgent issue description] at [location].

EMERGENCY SERVICE CONFIRMATION:

- Issue: [Description of emergency]
- Response Time: Within [timeframe]
- Estimated Duration: [hours/days]
- Emergency Rate: \$[amount] as quoted
- After-hours surcharge: \$[amount] (acknowledged)

Given the urgent nature, we authorize you to proceed immediately. Please confirm your estimated arrival time and any materials you'll need us to prepare.

We understand emergency service rates apply and accept the quoted pricing. Invoice us upon completion.

Thank you for your quick response during this urgent situation.

[Your Name]

[Emergency Contact Number]

[Location/Address]

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