

# Procurement Order Acceptance

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are pleased to confirm the acceptance of your quotation dated [Insert Quotation Date] for the procurement of the following items:

Item Description	Quantity	Unit Price	Total Price
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Price]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Price]

The total order amount is [Insert Total Amount]. Please confirm the delivery date as [Insert Delivery Date] and any other relevant terms and conditions.

Thank you for your service. We look forward to a successful transaction.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]