

# Request for Quotation Acceptance

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally accept your quotation for [briefly describe the goods/services, e.g., "the supply of office furniture"]. We appreciate your prompt response and the detailed proposal you submitted.

As per our agreement, please find below the relevant details:

- Order Number: [Insert Order Number]
- Description: [Insert Description]
- Quantity: [Insert Quantity]
- Total Amount: [Insert Amount]
- Delivery Date: [Insert Delivery Date]

We expect the items to be delivered by the agreed date. Please confirm receipt of this letter and your acceptance of the terms outlined above.

Thank you for your cooperation. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]