

Date: [Insert Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to acknowledge receipt of your quotation submitted on [Insert Quotation Date] for [Insert Description of Goods/Services]. We appreciate your prompt response to our request.

Your quotation is currently under review, and we will get back to you by [Insert Response Date] with our decision.

Thank you for your time and effort in providing us with this information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]