

Final Offer Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We appreciate your efforts and the proposals you have submitted to us. After careful consideration, we are pleased to present you with our final offer for the [specific technology/service] we discussed.

Our final offer includes the following terms:

- **Scope of Work:** [Brief description of the work to be performed]
- **Timeline:** [Proposed start and completion dates]
- **Pricing:** [Total cost or pricing structure]
- **Payment Terms:** [Details regarding payment schedule]
- **Conditions:** [Any specific conditions or requirements]

We believe that this proposal presents a mutually beneficial opportunity and look forward to your acceptance. Please provide your confirmation by [insert date]. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for considering our offer.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]