

# Acknowledgment of Purchase Offer

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to express our gratitude for your purchase offer submitted on [Insert Date]. We appreciate your interest in [Brief Description of the Product/Service].

We are currently reviewing your offer and will get back to you by [Insert Date]. Please do not hesitate to reach out if you have any questions in the meantime.

Thank you once again for your proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]