

Purchase Proposal Submission Receipt

Date: [Insert Date]

To: [Insert Name]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Name],

We hereby acknowledge the receipt of your purchase proposal submitted on [Insert Submission Date]. We appreciate your interest in our product/services.

Proposal Details:

- Proposal Reference Number: [Insert Ref Number]
- Item/Service: [Insert Item/Service Name]
- Quantity: [Insert Quantity]
- Requested Delivery Date: [Insert Date]

Your proposal is currently under review, and we will contact you shortly to discuss further steps.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]