

Acceptance of Translation Service Quote

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally accept the quote provided for translation services dated [Insert Quote Date]. After careful consideration, we are pleased to move forward with your services for the project outlined in the proposal.

The agreed terms are:

- Project Scope: [Brief description of the scope]
- Total Cost: [Total Cost]
- Timeline: [Project Timeline]

Please confirm the commencement date and any further documentation required to initiate the project. We are looking forward to a successful collaboration.

Thank you for your attention. We appreciate your service and look forward to working together.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]