

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Acceptance of Quotation

We are pleased to inform you that we accept your quotation numbered [Quotation Number] dated [Quotation Date] for [Description of Goods/Services].

We have reviewed the terms and conditions outlined in your proposal and find them acceptable. We would like to proceed with the order as follows:

- Quantity: [Quantity]
- Total Amount: [Total Amount]
- Delivery Date: [Delivery Date]

Please confirm receipt of this acceptance and provide us with a formal order confirmation at your earliest convenience.

Thank you for your prompt service. We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Email Address]