Letter of Quotation Acceptance Sample

Dear Windows R Us,

Thank you for the quote you provided on April 02, 2013, for installing new windows throughout our office complex.

The sum of $5,000 meets our designated budget and therefore we would like to accept your service.

We request that you complete work by May 30. If this is feasible please let us know when you can start work and we will prepare accordingly.

Thank you for your time,

Belinda Powers

Gracie Office Complex