To,

[Name of Recipient]

[Designation of Recipient]

[Organization’s Name]

Date:

**Subject: Acknowledgement of Receipt of Quotation**

Dear Sir/Madam,

On behalf of the management of [mention Company’s Name], I would like to acknowledge that your quotation for the supply and installation of network cables in our new office at [mention Office Location/Name] has been received. Thanks a lot for sending your official quotation. Our executives are analyzing all the other quotations and will decide within the next four working days on to whom the contract will be awarded.

We assure you that the decision taken in this regard will be final and will be completely fair. Whatever the decision will be taken, it will be timely communicated to you. Feel free to contact us for any queries or details.

Best of Luck!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]