**Acknowledgement Sample of Receipt of Estimate**

ATTN:

Name Surname

Address

City ZIP

Country

[Day / Month / Year]

RE: **Acknowledgement of Receipt of Estimate**

Dear [Add Name]

In regard to your proposal from **DD-MM-YYYY**, we hereby acknowledge the receipt of Estimate. We would like to let you know that we have carefully reviewed your estimate on the toilet reconstruction. Having in mind your offer we intend to contract you for this work.

Due to comprehensive administrative procedures governing contracting we cannot sign the contract in this particular moment. However, when we receive expense approval from our HQ office, we will be able to proceed with this activity.

Usually expense approval is being issued within 30 days from the day of request submission. Therefore you can expect to finalization of contracting within 45 days from today. In the meantime we will contact you with instructions accordingly. In a case we do not receive positive response on our request, we may ask you to make certain amendments in your Estimate.

Bearing in mind above stated, please inform us whether proposed schedule suits you. If we may be of any assistance in the meantime please feel free to contact this office.

Sincerely,

[Name Surname]