



Humber Teaching
NHS Foundation Trust

Our Reference: **[insert project ref]**

Estates Department

Mary Seacole
Willerby Hill
Beverley Road
WILLERBY
HU10 6ED

[insert date]

Tel: [insert mobile no.]

[insert address]

[insert address]

[insert address]

[insert address]

Dear Sirs

RE: [insert job no. and title]

I wish to thank you for your Quotation for the above project and I now have pleasure in confirming our acceptance of your offer in the sum of **[insert amount £]** plus V.A.T.

A Purchase Order will be raised and forwarded under separate cover, in due course.

Could you please provide me with a copy of your Health and Safety Policy and also evidence of your Public Liability insurance?

Many thanks.

Yours faithfully

[insert name]

[insert job title]