

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we have received and accepted your proposal titled "[Proposal Title]." We appreciate the time and effort you have put into developing this proposal and are excited about the opportunity to work together.

This acknowledgment serves to confirm our acceptance and outlines the next steps moving forward. We will be in touch shortly to discuss the details and to set up a meeting to kick off the project.

Thank you once again for your proposal. We look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]