

Agreement on Proposal Acceptance

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to confirm our acceptance of your proposal dated [Insert Proposal Date] regarding [briefly describe the project or services]. After careful consideration, we believe that your approach aligns with our objectives, and we look forward to collaborating with you.

As agreed, the key terms of this acceptance include:

- Scope of Work: [Briefly describe the scope]
- Timeline: [Insert timeline]
- Payment Terms: [Insert payment details]
- Any other relevant details: [Insert additional terms]

Please sign and return a copy of this letter to acknowledge your acceptance of the terms outlined above.

Thank you, and we look forward to working together.

Sincerely,

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

Enclosure: Copy of the proposal