

# Formal Acceptance of Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept your proposal dated [Insert Proposal Date] regarding [Brief Description of the Proposal]. After careful consideration, we are pleased to inform you that we agree to the terms outlined within.

Please find enclosed our agreement which outlines the details of our acceptance. We look forward to working together and are excited about the prospects that this collaboration will bring.

If you have any questions, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you once again for the opportunity. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]