

Response to Proposal Acceptance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your proposal, [Proposal Title/Subject]. We are pleased to inform you that we have reviewed your proposal thoroughly and are happy to accept it.

We believe that your approach aligns well with our objectives, and we are excited to move forward with this collaboration. Please confirm the next steps at your earliest convenience.

Thank you once again for your effort and professionalism. We look forward to a fruitful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]