

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

## **Subject: Acceptance of Offer**

Dear [Recipient Name],

I am writing to formally accept the offer presented to us dated [insert date of offer] regarding [brief description of the pharmaceutical offer]. After careful consideration, we are pleased to confirm our acceptance.

We look forward to collaborating with [Recipient Company Name] and are excited about the opportunities this partnership will bring. Please let us know the next steps to move forward.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]