

Letter of Acceptance for Incoming Files

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the acceptance of incoming files as per our recent discussions. We appreciate your prompt submission and are excited to move forward with the review process.

The files we received include:

- [File 1]
- [File 2]
- [File 3]

Should you require any further information or adjustments, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]