

# Acceptance Letter for Utilities Services Contract Proposal

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to inform you that we accept your proposal for utilities services dated [Insert Proposal Date] as outlined in your document. We appreciate the effort and detail you have put into your proposal.

The effective date of this agreement will be [Insert Effective Date], and we look forward to working with you to fulfill the terms of the contract.

Please find attached the signed contract for your records.

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

Thank you for your collaboration.

Sincerely,

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