

# Service Contract Acceptance

Date: [Insert date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the service contract that was presented to me on [insert date of contract]. I have reviewed the terms and conditions outlined in the agreement, and I agree to all the stipulations as detailed.

As per our discussions, we will commence services on [insert start date] and the duration of this contract will be [insert duration]. Please let me know if there are any additional documents required from my side.

Thank you for this opportunity. I look forward to working with you.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]