

Acceptance Letter

Date: [Insert Date]

To: [Insert Contractor's Name]

[Insert Contractor's Address]

Dear [Contractor's Name],

We are pleased to formally accept your proposal for upgrading our central heating system, as detailed in your quotation dated [Insert Quotation Date].

The total cost of the project, as discussed, will be [Insert Total Cost] and includes all necessary labor and materials. We anticipate the project to start on [Insert Start Date] and be completed by [Insert Completion Date].

Please confirm your acceptance of this letter by signing below and returning a copy to us. We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

Signature: _____

Date: _____