

Letter of Acceptance

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to formally accept the offer of exclusive distribution rights for [Specify Product/Service] as proposed in your letter dated [Insert Date of Offer]. We believe that this partnership will be mutually beneficial and are excited about the opportunities that lie ahead.

As per the terms outlined in your offer, we agree to all conditions including [Briefly list any specific terms, if applicable]. We are fully committed to adhering to the guidelines to promote and distribute [Specify Product/Service] effectively.

Please find attached the signed contract for your records. We look forward to a successful collaboration and a prosperous relationship.

Thank you for this opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]