

Contract Proposal Acceptance Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

We are pleased to formally accept your proposal dated [Insert Date of Proposal] for [Insert Brief Description of the Contract]. After careful consideration, we are excited about the opportunity to work together and move forward with the terms outlined.

As discussed, the key terms of the contract include the following:

- Scope of Work: [Insert Scope]
- Duration: [Insert Duration]
- Payment Terms: [Insert Payment Terms]

We look forward to your preparation of the official contract document for signing. Please feel free to reach out if you need any further information or clarification before proceeding.

Thank you for the opportunity to collaborate. We are looking forward to a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Phone Number]
[Your Email]