

Letter of Acceptance for Draft Document Finalization

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the draft document titled "[Document Title]" dated [Draft Date]. After reviewing the content and incorporating the necessary feedback, I am pleased to confirm that the document is now ready for finalization.

Please proceed with the final preparations and let me know if you require any further information or assistance from my side.

Thank you for your effort and collaboration in bringing this document to its final stage.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]