

Letter of Acceptance for Calendar Adjustment

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and accept the proposed adjustments to the calendar for [specific project/event]. After reviewing the suggested changes, I believe they will be beneficial and enable us to better achieve our objectives.

Thank you for your efforts in coordinating this adjustment. I look forward to our continued collaboration.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization Name]
[Your Contact Information]