

Contract Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the contract for [describe the contract, e.g., services to be provided] dated [insert date of the contract]. After reviewing the terms and conditions outlined, I am pleased to confirm my acceptance.

Please let me know if there are any further documents or steps required to finalize this agreement. I look forward to working together and appreciate the opportunity.

Thank you for your attention to this matter.

Sincerely,

[Your Name]