

Letter of Acceptance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Acceptance of Contract

Dear [Recipient's Name],

I am writing to formally accept the terms of the contract discussed during our recent negotiations regarding [briefly describe the contract, e.g., services, deliverables, etc.]. After careful consideration, I am pleased to confirm my acceptance of the proposal as outlined in our discussions.

I appreciate the opportunity to collaborate with [Company Name] and look forward to the successful execution of this contract. Please send me the final documentation at your earliest convenience so that we can proceed.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]