

# Final Acceptance Letter

Date: [Insert Date]

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

Dear [Recipient's Name],

We are pleased to officially accept your proposal dated [Insert Proposal Date] for [briefly describe the project or service]. After thorough review and discussions, we believe that your services align with our objectives.

This letter serves to confirm our final acceptance of the terms outlined in the proposal and agreement, which includes:

- **Scope of Work:** [insert details]
- **Timeline:** [insert details]
- **Payment Terms:** [insert details]

We anticipate a successful partnership and look forward to the commencement of work on [insert start date]. Please acknowledge receipt of this letter and confirm your acceptance by signing below.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]

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[Recipient's Name] - Acceptance Signature  
Date: \_\_\_\_\_