

# Contract Acceptance Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we accept the terms and conditions outlined in the contract dated [Contract Date] regarding [Brief Description of Contract].

This acceptance is effective as of [Effective Date]. We look forward to establishing a successful partnership and appreciate your confidence in us.

If you have any further questions or require additional information, please do not hesitate to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]