

# Contract Acceptance Receipt

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to acknowledge receipt of your acceptance of the contract dated [Insert Contract Date].

Contract Details:

- Contract Number: [Insert Contract Number]
- Effective Date: [Insert Effective Date]
- Scope of Work: [Insert Scope of Work]

Thank you for your prompt response and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]