

Acceptance Notice for Contract Parts

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, ZIP Code]

Subject: Acceptance Notice for Contract Parts

Dear [Contractor's Name],

We are pleased to inform you that we have accepted the parts as outlined in the contract dated [Insert Contract Date]. Your performance and adherence to the terms have met our expectations.

The details of the accepted parts are as follows:

- Part Name: [Insert Part Name]
- Part Number: [Insert Part Number]
- Quantity: [Insert Quantity]
- Delivery Date: [Insert Delivery Date]

We appreciate your cooperation and look forward to a successful continuation of our partnership. Please do not hesitate to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]