

# Contract Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally confirm acceptance of the contract dated [Insert Date of Contract] regarding [Brief Description of Contract]. I have reviewed the terms outlined and agree to the conditions set forth.

Thank you for the opportunity to work together. Please let me know if you require any further information.

Best regards,

[Your Name]

[Your Position, if applicable]