

# Notification of Contract Acceptance

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your proposal submitted on [Insert Submission Date] for [Description of Contract or Project] has been accepted. We look forward to working with you and your team.

We believe that your expertise and experience will greatly contribute to the success of this project.

Enclosed with this letter is a copy of the accepted contract for your records. Kindly sign and return a copy at your earliest convenience.

Thank you for your proposal and congratulations on your acceptance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]