

Official Acceptance Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[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] has been accepted. After careful review, we have decided to proceed with the contract for [brief description of the project or service].

The details of the accepted contract are as follows:

- Contract Title: [Insert Contract Title]
- Contract Amount: [Insert Amount]
- Start Date: [Insert Start Date]
- End Date: [Insert End Date]

We kindly request you to review the attached contract document. Please sign and return one copy to us by [insert return date]. Should you have any questions or require further clarifications, do not hesitate to reach out.

We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]