

Receipt of Contract Acceptance

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This is to confirm the receipt of your acceptance of the contract dated [Insert Contract Date] regarding [Insert Description of the Contract]. We appreciate your prompt response and are excited to move forward with the agreed terms.

Please find attached a copy of the signed contract for your records. We are now in the process of initiating the next steps as outlined in the contract. Should you have any questions or require further assistance, feel free to reach out to us.

Thank you for your trust and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]