

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your proposal titled "[Proposal Title]" has been accepted. We appreciate the effort and creativity you put into your submission.

We look forward to collaborating with you on this project and believe it will yield significant benefits for both parties.

Please feel free to reach out if you have any questions or require further information.

Thank you once again for your excellent proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]