

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I am writing to formally accept the commission for [specific work or project] as discussed in our recent conversations. I appreciate the opportunity to work with you and am excited to bring your vision to life.

As agreed, the total fee for this project will be [total fee], and I anticipate completing the work by [deadline]. I will keep you updated on my progress, and I welcome any feedback or additional input you may have during the process.

Please find attached the contract outlining the details of our agreement for your review and signature. Once signed, kindly return a copy for my records.

Thank you again for this opportunity. I look forward to collaborating with you!

Best regards,

[Your Name]