

Letter of Acceptance

Date: [Insert Date]

To,

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our acceptance of your offer for executor services outlined in your proposal dated [Insert Proposal Date]. After careful consideration, we believe that this partnership will enhance our operational capabilities and lead to mutual success.

We agree to the terms and conditions specified in the proposal, including [briefly mention key terms, e.g., timelines, deliverables, etc.]. We are eager to begin working together and look forward to a successful collaboration.

Please let us know if there are any further steps to follow or paperwork to complete.

Thank you for this opportunity. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]