

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Acceptance of Consulting Project Contract**

Dear [Client's Name],

I am writing to formally accept the consulting project contract as outlined in our agreement dated [Insert Date of Agreement]. I appreciate the confidence you have in my abilities and look forward to working together on this project.

I confirm that I agree to the terms and conditions stated in the contract and am prepared to commence work on [Insert Start Date]. Please let me know if there are any further documents or actions required from my side at this moment.

Thank you once again for this opportunity. I am excited to collaborate with you and your team.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]