

# Formal Acceptance of Renewal Proposal

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

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

Dear [Recipient Name],

We are pleased to formally accept the renewal proposal dated [Proposal Date] for [specific services/products]. After careful review, we believe that the terms outlined align well with our needs and objectives.

Please consider this letter as confirmation of our intent to proceed with the renewal effective from [Start Date] to [End Date]. We look forward to our continued partnership and are excited about the prospects ahead.

If you require any additional information or further clarification, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]