

Agreement Acceptance Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally accept the agreement for PR consulting as outlined in our recent discussions. I appreciate the opportunity to collaborate with [Company Name] and look forward to contributing to the success of your public relations initiatives.

Please find below the key terms of our agreement for confirmation:

- Services to be provided: [List services]
- Project duration: [Specify duration]
- Compensation: [Specify terms]

If everything is in order, please sign below to confirm our agreement:

[Your Name] - [Your Title]
[Date]

Thank you for this opportunity. I look forward to working together.

Sincerely,

[Your Name]
[Your Title]