

Collaboration Proposal Acceptance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we accept your proposal for collaboration on [Project/Initiative Name]. We believe that our combined efforts will lead to successful outcomes and mutual benefits.

We appreciate the time and effort you have put into this proposal, and we are excited to start working together. Please let us know a convenient time for us to discuss the next steps in this collaboration.

Thank you once again for this opportunity. We look forward to a productive partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]