

# Acceptance of Promotional Offer

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Business Center Name]

[Business Center Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept your promotional offer for the use of [specific service or facility] at [Business Center Name]. After reviewing the proposal you provided, I believe this offer aligns perfectly with our business needs.

We would like to confirm our acceptance of the offer, which includes [briefly describe the key components of the offer, e.g., pricing, duration, services included].

Please let me know the next steps to finalize the agreement. We are excited about the opportunity to collaborate with [Business Center Name] and look forward to a successful partnership.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]