

[Your Name]
[Your Title]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally accept your invitation for partnership between [Your Company/Organization] and [Recipient's Company/Organization]. We are excited about the potential collaboration and are confident that our combined efforts will lead to mutual success.

As discussed, we are particularly interested in [briefly outline any specific areas of collaboration or projects]. We believe that our strengths in [mention relevant strengths or resources] will complement your expertise in [mention recipient's strengths or resources].

Please let us know the next steps in formalizing this partnership. We look forward to working closely with you and your team.

Thank you once again for this opportunity.

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization]