

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acceptance of Proposal

I am writing to formally accept the proposal titled "[Proposal Title]" submitted on [Submission Date]. After thorough review, we are pleased to move forward with the outlined project goals and objectives.

We appreciate the detailed approach and innovative solutions presented, and we believe this collaboration will yield substantial benefits for both parties.

Please find attached the signed agreement as discussed. We look forward to commencing this partnership and are excited about the positive outcomes anticipated.

Thank you for your attention and prompt communication throughout this process.

Sincerely,

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