

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am thrilled to inform you that your proposal titled "[Proposal Title]" has been accepted. After reviewing the details and assessing its alignment with our goals at WFAA, we believe this initiative has significant potential.

We would like to proceed with the next steps outlined in your proposal. Please provide us with any additional documentation or information needed to move forward.

Thank you for your efforts and vision in putting together this proposal. We look forward to collaborating with you to bring this project to fruition.

Best regards,

[Your Name]
[Your Title]

WFAA