

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

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

Dear [Recipient's Name],

We are pleased to inform you that your proposal for the Extended Detection and Response (XDR) project has been accepted. After careful consideration, we believe that your approach aligns perfectly with our objectives and requirements.

This acceptance is contingent upon the following terms:

1. [List any specific conditions or requirements]
2. [List any milestones or deadlines]
3. [Any additional information]

We appreciate your dedication and are excited to move forward with this collaboration. Please confirm your acceptance of these terms by [specific date]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your contribution to this important initiative.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]