

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to inform you that we are accepting the terms outlined in your proposal dated [Proposal Date]. After careful consideration, we believe that this partnership will be mutually beneficial, and we are excited to move forward.

Enclosed, please find a signed copy of the contract for your records. We request that you counter-sign and return a copy at your earliest convenience.

We look forward to a successful collaboration and are eager to begin work on [specific project or initiative].

Thank you for your partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]