

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

Dear [Recipient Name],

I am pleased to inform you that your proposal titled "[Proposal Title]" has been accepted. We appreciate the effort you put into your submission and believe it aligns well with our goals and objectives.

The next steps involve [briefly outline next steps, e.g., scheduling a meeting, signing a contract, etc.]. Please let us know your availability for a discussion.

Thank you for your valuable contribution, and we look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company]