

# Acceptance Letter from Company

[Company Letterhead]

**Date:** [Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

**Subject:** Acceptance of [Offer/Proposal] from [Recipient's Company Name]

**Dear [Recipient's Name],**

I am pleased to inform you that [Company Name] has decided to accept your [offer/proposal] dated [Offer Date] regarding [specific details of the offer/proposal]. We appreciate the opportunity to collaborate and are excited about the potential benefits this partnership will bring.

## **Details of Acceptance**

We agree to the terms and conditions outlined in your proposal, including:

- **Project/Service:** [Project/Service Name]
- **Timeline:** [Agreed Timeline]
- **Cost/Fees:** [Agreed Cost/Fees]
- **Responsibilities:** [Briefly mention the key responsibilities of both parties]

## **Next Steps**

Please let us know the next steps to formalize this agreement. We are ready to proceed with any necessary documentation or meetings to ensure a smooth commencement of the project/service.

### Expression of Gratitude

Thank you for considering [Company Name] for this collaboration. We are confident that this partnership will be mutually beneficial and look forward to a successful project.

Should you require any further information or clarification, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]