

[Your Name]
[Your Position/Title]
[Your Company/Organization/Institution]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]
[Email Address]
[Phone Number]

Date: [Date]

[Recipient's Name]
[Recipient's Position/Title]
[Recipient's Company/Organization/Institution]
[Address Line 1]
[Address Line 2]
[City, State ZIP Code]

Subject: Formal Acceptance of [Offer/Proposal/Invitation] with Conditions

Dear [Recipient's Name],

I would like to express my sincere appreciation for your offer of [briefly state offer/proposal/invitation, e.g., "employment as Project Manager at XYZ Corporation" or "collaboration on the ABC initiative"]. I am pleased to formally accept the [offer/proposal/invitation] subject to the following conditions:

1. **[Condition 1]:** [Describe the first condition that needs to be met]
2. **[Condition 2]:** [Describe the second condition, if applicable]
3. **[Condition 3]:** [Add additional conditions as necessary, or remove if not needed]

Please confirm the above conditions at your earliest convenience. Once these conditions are met, I look forward to moving ahead in accordance with the mutually agreed terms.

Thank you again for this opportunity. I am confident that by addressing these points, we will ensure a successful and productive [relationship/employment/project/collaboration].

Should you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization/Institution]