

# Project Proposal Acceptance Letter

Date: [Insert Date]

To:

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Address]

Subject: Acceptance of Project Proposal – [Project Name/Description]

Dear [Recipient's Name],

We are pleased to inform you that **[Your Company/Organization Name]** has formally accepted your project proposal dated **[Proposal Date]** for **[Project Name/Description]**. We appreciate the effort and detail you provided and look forward to a collaborative and successful relationship.

## Agreement Details

- Project Scope:** [Summarize agreed scope]
- Timelines:** [List key milestones and deadlines]
- Deliverables:** [List agreed deliverables]
- Payment Terms:** [Outline payment schedule/milestones]

## Termination and Cancellation Conditions

- Termination for Convenience:** Either party may terminate this agreement for any reason, with at least [Number] days' written notice to the other party. In such an event, compensation will be made for all work completed up to the date of termination.
- Termination for Cause:** Either party may terminate this agreement by written notice if the other party materially breaches its obligations and fails to remedy such breach within [Number] business days of receiving written notification.
- Cancellation Due to Force Majeure:** Either party may cancel the agreement, with immediate effect, if performance is prevented by circumstances beyond reasonable control (e.g., natural disasters, government regulations).
- Obligations upon Termination:** Upon termination or cancellation, both parties agree to return confidential information, settle outstanding payments, and cease further work on the project, except as otherwise agreed in writing.

This acceptance is subject to agreement on the final contract, which will include the above terms and any additional terms as mutually agreed. Please indicate your acknowledgment and agreement by signing below.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Contact Information]

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Accepted and Agreed by:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: [Recipient's Name]  
Title: [Recipient's Title/Position]  
Company: [Recipient's Company/Organization Name]