

Date: [Insert Date]

To:

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

Dear [Recipient Name],

Subject: Acceptance of Project Proposal and Specification of Dispute Resolution Terms

Thank you for submitting your project proposal titled “[Project Title]” dated [Proposal Date]. We are pleased to inform you that after careful review, we accept your proposal in accordance with the agreed project scope, timelines, and deliverables as described in your documentation.

Project Scope & Deliverables:

The accepted scope of the project includes:

- [Brief list of main deliverables/services/tasks]
- [Additional scope details, if needed]

Timeline:

- Project Start Date: [Start Date]
- Key Milestones: [List milestones]
- Project Completion Date: [End Date]

Dispute Resolution Terms:

To ensure a cooperative partnership and minimize any potential risks, the following dispute resolution procedures have been mutually agreed upon:

1. **Negotiation:** In the event of any dispute or disagreement arising from or related to this project, both parties shall first engage in good-faith negotiations to attempt to resolve the matter amicably.
2. **Mediation:** If negotiation fails to resolve the dispute within [specify time period, e.g. 15 days], the parties agree to submit the dispute to mediation, to be conducted by a mutually agreed-upon neutral mediator.
3. **Arbitration:** Should mediation be unsuccessful, the dispute shall be settled by binding arbitration under the rules of [Arbitration Organization, e.g. American Arbitration Association]. The arbitration decision shall be final and binding on both parties.

Kindly acknowledge your acceptance of these terms by signing and returning a copy of this letter at your earliest convenience. We look forward to a productive and successful collaboration.

Sincerely,

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

Accepted and Agreed:

[Recipient Name & Title]

Date: _____