

Date: [Insert Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State ZIP Code]

Subject: Acceptance of Project Proposal

Dear [Client Name],

We are pleased to inform you that we have received and reviewed your project proposal titled **“[Project Title]”** dated [Proposal Date]. We are delighted to formally accept your proposal and look forward to collaborating with you on this project.

As outlined in your proposal, the project will aim to achieve the following objectives:

- [Summarize Objective 1]
- [Summarize Objective 2]
- [Summarize Objective 3]

We agree to the project scope and the following terms:

- **Project Start Date:** [Start Date]
- **Expected Completion Date:** [End Date]
- **Responsibilities:** [Responsible Party for each main task]
- **Payment Terms:** [Payment Schedule and Amounts]

Please let us know if there are any additional documents or information you require from us before we commence work. We believe that clear and transparent communication will be key to the project's success, and we are committed to maintaining open lines of contact throughout its duration.

Thank you for entrusting us with this opportunity. We look forward to a fruitful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]