

Date: [Insert Date]

**To:**

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

**Subject:** Acceptance of Project Proposal â€“ [Project Name/Title]

Dear [Recipient Name],

We are pleased to inform you that your project proposal titled "**[Project Name/Title]**" has been formally reviewed and accepted by [Your Company/Organization Name]. We appreciate your comprehensive submission and are enthusiastic to collaborate on this endeavor.

In accordance with our discussions and the submitted proposal, the project will proceed based on the following agreed milestones and conditions:

## Project Milestones

1. **Milestone 1:** [Description of milestone 1]

*Due Date:* [Insert Date]

2. **Milestone 2:** [Description of milestone 2]

*Due Date:* [Insert Date]

3. **Milestone 3:** [Description of milestone 3]

*Due Date:* [Insert Date]

## Project Conditions

- All deliverables must adhere to the specified quality standards outlined in the proposal.
- Any changes to the project scope or timeline must be mutually agreed upon in writing.
- Regular progress updates are to be provided per the agreed communication plan.
- Payment terms will follow the schedule attached as Annex A.
- Any confidential information exchanged during the project will be handled as per the NDA signed on [Date].

Please confirm your acceptance of these terms by signing and returning a copy of this letter. Should you have any questions or require clarification, feel free to contact us at [Your Contact Information].

We look forward to a successful partnership and the timely completion of the project milestones.

Sincerely,

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

---

*Enclosures: Annex A (Payment Schedule), NDA Copy*