

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Acceptance of Contract and Confirmation of Delivery Terms and Conditions

Dear [Recipient's Name],

I am writing to formally confirm our acceptance of the contract referenced as [Contract Reference Number], dated [Contract Date], between [Your Company Name] and [Recipient's Company Name]. We appreciate the opportunity to establish this partnership and look forward to fulfilling all contractual obligations.

We would like to clearly outline the agreed-upon delivery terms and conditions as follows:

- **Delivery Schedule:** Deliveries will commence on [Start Date] and are to be completed by [End Date], as per the attached delivery timetable. All deadlines are binding unless mutually adjusted in writing.
- **Delivery Location:** Goods/services will be delivered to [Delivery Address] unless otherwise directed by [Recipient's Company Name] with at least [X] days' advance notice.
- **Responsibilities:** [Your Company Name] is responsible for packaging, labeling, and coordinating shipment. [Recipient's Company Name] is responsible for acceptance and verification upon arrival.
- **Shipment Methods:** Deliveries will be shipped via [Shipping Method] under [Incoterms, e.g., FOB/FCA/CIF/DAP] terms.
- **Risk and Insurance:** Risk of loss or damage will transfer to [Recipient's Company Name] upon delivery at the designated location unless otherwise specified. Insurance coverage up to the value of the goods will be obtained until delivery is confirmed.
- **Inspection and Acceptance:** [Recipient's Company Name] must inspect goods/services within [Number] business days of receipt and communicate any issues or non-conformities in writing.
- **Delays and Penalties:** In the event of any delay attributable to [Your Company Name], a penalty of [Specify Penalty, e.g., % per day late] will apply. Remedies for non-compliance will follow the stipulations set forth in section [X] of the contract.
- **Force Majeure:** Neither party shall be liable for delays or failures caused by circumstances beyond their reasonable control, provided prompt written notice is given.

Please review and acknowledge agreement with the above terms. Should you require any amendments or have additional concerns, please respond in writing at your earliest convenience.

We look forward to a successful collaboration.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name]