

Date: [Insert Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to formally accept your business partnership proposal dated [Proposal Date]. On behalf of [Your Company Name], I would like to express our sincere appreciation for the opportunity to collaborate with [Recipient's Company Name].

After carefully reviewing the terms and conditions outlined in your proposal, we confirm our agreement and commitment to proceed as per the mutually discussed objectives. We believe that our combined resources and expertise will contribute significantly to the success of both our businesses and open new avenues for growth and prosperity.

As next steps, we propose to schedule a meeting to discuss implementation plans and formalize the partnership through a detailed agreement. Please let us know your availability so that we can coordinate accordingly.

Once again, thank you for considering [Your Company Name] as your business partner. We look forward to a successful and mutually beneficial relationship.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]