

Formal Project Proposal Acceptance Letter Sample

[Your Company Letterhead]

[Date]

[Client Name]

[Client Title/Position]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

Dear [Client Name],

Subject: Acceptance of Project Proposal " [Project Name]"

We are pleased to inform you that **[Your Company Name]** has formally reviewed and accepted your project proposal titled "**[Project Name]**" submitted on **[Proposal Submission Date]**. We appreciate the effort and detail presented in the proposal and look forward to a mutually beneficial collaboration.

Project Scope Confirmation

As outlined in your proposal, the project scope includes:

- [Key Deliverable 1]
- [Key Deliverable 2]
- [Key Deliverable 3]

Please confirm if all parties are aligned with the above scope or provide any additional clarifications if necessary.

Timelines

The project is scheduled to commence on **[Start Date]** with an expected completion date of **[End Date]**. Milestones and deliverable dates will be governed by the signed project schedule.

Budget Agreement

The total approved budget for this project is **[Agreed Budget Amount]** as detailed in your proposal. Payment terms and invoicing schedules will adhere to the mutually agreed-upon contract arrangements.

Next Steps

To initiate the project, we request that you provide the following:

- Signed project agreement/contract
- Contact details of the designated project manager
- Any preliminary materials or documentation required for the project start

Please do not hesitate to contact us should you require any further information or clarification. We look forward to working with you and establishing a successful partnership.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]