

This editable project proposal acceptance letter sample is designed specifically for **repeat clients**, providing a professional and customizable format to formally acknowledge and accept project proposals. It streamlines communication by clearly confirming project details, terms, and expectations, thereby fostering strong ongoing business relationships and ensuring mutual understanding and satisfaction in continued collaborations.

Project Proposal Acceptance Letter Template

[Your Company Letterhead]

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company Name]

Address: [Client's Address]

Dear [Client's Name],

We sincerely thank you for your continued trust in our services and for submitting your recent project proposal entitled "[Project Title]."

We are pleased to formally accept your proposal and are excited to collaborate with you once again. Based on our review, we confirm the following details:

- **Project Scope:** [Brief description of the project scope]
- **Start Date:** [Proposed start date]
- **Estimated Completion Date:** [Proposed completion date]
- **Project Fee/Payment Terms:** [Agreed-upon fee, milestones, or payment schedule]
- **Other Terms:** [Any additional terms, e.g., confidentiality, deliverables, points of contact]

Should you need to discuss or modify any of the terms above, please let us know before the project commencement date. Our team is committed to maintaining the high standards you expect and to ensuring another successful collaboration.

Once again, thank you for your continued partnership. We are looking forward to delivering outstanding results together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address] | [Phone Number]