

This **project proposal acceptance letter sample for new clients** serves as a formal document confirming the approval of a proposed project, outlining key terms, expectations, and next steps. It establishes clear communication between the service provider and the client, ensuring mutual understanding and agreement before project commencement. This letter helps build professional relationships by demonstrating commitment, clarifying responsibilities, and setting a positive tone for collaboration on upcoming assignments.

Project Proposal Acceptance Letter Sample

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

We are pleased to inform you that your project proposal, titled **[Project Title]** received on [Proposal Submission Date], has been thoroughly reviewed and accepted by our team. We appreciate your trust in **[Your Company Name]**, and we are excited to collaborate with you on this endeavor.

The key terms and expectations for this project are as follows:

- Scope of Work:** [Brief description of project scope]
- Timeline:** [Projected start date] to [Projected end date]
- Deliverables:** [List of main deliverables]
- Project Fee:** [Agreed fee amount and payment terms]
- Contact Person:** [Project Manager/Contact Name and contact details]

Our team is now preparing to commence the project as per the agreed timeline. Please find attached the detailed agreement outlining all terms and conditions. If you have any questions or require further clarification, feel free to reach out to us directly.

We look forward to a successful partnership and assure you of our dedication to delivering high-quality results. Thank you for choosing **[Your Company Name]**.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]