

# Project Proposal Acceptance Letter Sample with Payment Terms

Date: [Insert Date]

To:  
[Client's Name]  
[Client's Company Name]  
[Client's Address]

Subject: Acceptance of Project Proposal and Confirmation of Payment Terms

Dear [Client's Name],

We are pleased to inform you that we have reviewed and accepted the project proposal titled "[Project Title]" as submitted on [Proposal Submission Date]. This letter serves as a formal acceptance of the proposed scope, deliverables, and project timeline outlined in your document.

## Project Details

- **Project Name:** [Project Name]
- **Scope of Work:** [Brief description of services/deliverables]
- **Expected Start Date:** [Start Date]
- **Expected Completion Date:** [End Date]

## Payment Terms

- **Total Project Fee:** [Total Amount in USD/Other Currency]
- **Payment Schedule:**
  - Advance Payment: [Percentage]% ([Amount]) due upon signing this agreement
  - Progress Payment(s): [Percentage]% ([Amount]) due upon completion of [Milestone/Phase]
  - Final Payment: [Percentage]% ([Amount]) due upon delivery of final deliverables
- **Payment Method:** [Bank Transfer/Credit Card/Other Specified Method]
- **Late Payment Penalties:** A late fee of [X]% per [week/month] will be applied to any overdue amounts.

Kindly acknowledge your agreement by signing and returning a copy of this letter. Should you have any questions or require clarification regarding the project details or payment terms, please do not hesitate to contact us.

We look forward to working collaboratively on this project, and thank you for your trust in our services.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]

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## Client Acceptance:

I, [Client's Name], on behalf of [Client's Company Name], hereby accept the terms outlined in this project proposal acceptance letter.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_