

Project Proposal Acceptance Letter

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title/Position]
[Recipient Company/Organization]
[Address]
[City, State, ZIP]

Dear [Recipient Name],

Subject: Acceptance of Project Proposal â€“ [Project Title]

We are pleased to inform you that [Client/Company Name] has reviewed and accepted your project proposal â€“ [Project Title] dated [Proposal Date]. We appreciate the clarity and thoroughness of your submission and look forward to working with you to achieve the outlined objectives.

1. Terms of Acceptance

This letter serves as formal acceptance of your proposal, including the specifications, timelines, and deliverables as detailed therein. The commencement of the project is scheduled for [Start Date] and is expected to conclude by [End Date], unless revised by mutual agreement in writing.

2. Warranty Clause

[Contractor/Service Provider Name] warrants that all deliverables, materials, and services supplied under this project will conform to the agreed specifications and be free from defects in materials and workmanship for a period of [Warranty Duration, e.g., 12 months] following final delivery. In case of any defects or failures, [Contractor/Service Provider Name] agrees to repair, replace, or otherwise remedy the deliverables at no additional cost to [Client/Company Name], provided the issue arises during the warranty period and is not caused by misuse or unauthorized modification.

3. Liability Clause

[Contractor/Service Provider Name] shall be liable for direct damages resulting from its gross negligence or willful misconduct. However, in no event shall either party be liable to the other for incidental, consequential, or indirect damages arising out of or relating to this agreement, regardless of the cause.

The total liability of either party shall not exceed the total project fee agreed upon in the proposal, except in cases of personal injury, fraud, or gross negligence.

4. Additional Terms

- Any modifications to this agreement must be made in writing and signed by both parties.
- This acceptance is subject to your countersignature below and the execution of any additional documents that may be required to commence the project.

Please confirm your acceptance of these terms by signing and returning a copy of this letter. We look forward to a mutually beneficial partnership on this project.

Sincerely,

[Your Name]

[Your Title/Position]

[Client/Company Name]

[Contact Information]

Accepted and Agreed by:

Date: _____

[Contractor/Service Provider Name & Title]