

Proposal Acceptance Letter for Business Partnership Agreement

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Acceptance of Business Partnership Proposal

Dear [Recipient Name],

We are pleased to formally accept your partnership proposal dated [Proposal Date], and we appreciate the opportunity to collaborate with [Recipient Company Name] for mutual growth and success. We have carefully reviewed the terms and scope of the proposed partnership and are happy to confirm our agreement to the outlined conditions.

As agreed, the partnership will commence on [Effective Date]. The scope of our collaboration will include [briefly describe partnership activities or objectives], with the following responsibilities:

- **[Your Company Name]:** [Summarize your company's responsibilities]
- **[Recipient Company Name]:** [Summarize recipient's responsibilities]

Both parties commit to upholding the terms of the agreement and working together to achieve our shared goals. We believe this partnership will result in significant benefits for both organizations.

Please find a duplicate copy of this letter enclosed. Kindly sign and return it as confirmation of your acceptance.

We look forward to a successful and long-term business relationship. Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Contact Information]

Acceptance and Acknowledgement

I, [Recipient Name], representing [Recipient Company Name], hereby accept the terms and conditions set forth in this partnership agreement letter.

Signature: _____

Name: [Recipient Name]

Title: [Recipient Position]

Date: _____