

# Project Proposal Acceptance Letter Sample Including Intellectual Property Terms

[Your Company Letterhead]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization]  
[Recipient Address]

Dear [Recipient Name],

**Re: Acceptance of Project Proposal “ [Project Title]**

We are pleased to inform you that your project proposal titled “**[Project Title]**”, submitted on [Date], has been reviewed and formally accepted by [Your Company/Organization Name]. We appreciate your innovative approach and your interest in collaborating with us.

## Intellectual Property Terms

- Ownership:** Unless otherwise expressly agreed in writing, all intellectual property (IP), including but not limited to inventions, designs, technical data, code, documentation, and any other materials or outputs developed in connection with this project, shall be owned by [Specify Party “ e.g., “Your Company/Organization Name”, “the Contractor”, or “Jointly owned”].
- Usage Rights:** The [Other Party] is hereby granted a [specify: non-exclusive/exclusive, limited/unlimited, transferable/non-transferable] license to use the said IP solely for the purposes outlined in the project scope. Further use, distribution, sublicensing, or commercialization requires prior written consent from [Specify Party].
- Confidentiality:** Both parties shall keep confidential all information, data, and materials exchanged or developed in the course of this project. No confidential information shall be disclosed to third parties without prior written approval.
- Copyrights and Patents:** Copyright and patent rights relating to any works or inventions conceived or reduced to practice during the project tenure shall be subject to applicable laws and the terms set forth herein.
- Licensing:** Any licensing of developed IP to third parties shall be subject to a separate agreement between the parties.
- Obligations on Termination:** Upon completion or termination of the project, all materials, data, and IP (including copies) shall be returned or properly disposed of, as directed by the rightful owner.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter.

We look forward to a successful partnership and believe this collaboration will be mutually beneficial.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Contact Information]

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## Acknowledgement and Acceptance

I, [Recipient Name], accept the terms and conditions as outlined in this acceptance letter.

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