

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP]

Subject: Acceptance Confirmation â€“ Distribution Partnership Proposal

Dear [Recipient Name],

We would like to formally acknowledge and accept the business distribution partnership proposal submitted by [Recipient Company Name] on [Date of Proposal]. We appreciate the opportunity to collaborate and are confident that this partnership will provide substantial mutual benefit and growth potential.

As per the terms outlined in the proposal, [Your Company Name] agrees to the following key elements of our distribution partnership:

- **Scope of Distribution:** [Brief summary of products/services to be distributed and territories covered]
- **Roles and Responsibilities:** [Summary of each party's duties, including marketing, logistics, support, etc.]
- **Pricing and Payment Terms:** [Description of agreed pricing and payment schedules]
- **Duration and Renewal:** [Term of the agreement and conditions for renewal]
- **Support and Communication:** [Outline regular communication and reporting requirements]

We are committed to meeting the outlined expectations and upholding our responsibilities to ensure a successful and fruitful partnership. Our team will be in touch to arrange the next steps, including finalizing contractual documents and coordinating kickoff meetings.

Thank you again for your confidence in [Your Company Name]. We look forward to working closely with you and achieving shared success in the market.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]