

## Formal Acceptance Letter – Polite Response to Proposal

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and accept your proposal dated [Proposal Date], titled “[Proposal Title/Subject]”. After careful review and consideration, I am pleased to confirm my agreement with the terms and conditions as outlined in your document.

I sincerely appreciate the time, effort, and expertise that you and your team have devoted to developing this proposal. Your detailed approach and thoughtful recommendations have been noted, and I look forward to collaborating with you to ensure the successful implementation of this initiative.

Please consider this letter as my formal acceptance. Should there be any necessary documentation or further action required on my part at this stage, kindly let me know, and I will be happy to comply.

Thank you once again for your professionalism and for presenting this valuable opportunity. I look forward to a mutually beneficial partnership.

Yours sincerely,

[Your Name]