

Date: [Insert Date]

To,  
[Client's Name]  
[Client's Position/Title]  
[Company Name]  
[Company Address]

Subject: Acceptance of Project Proposal â€“ [Project Name/Reference]

Dear [Client's Name],

We are pleased to confirm our acceptance of the finalized project proposal, following the constructive negotiations and discussions held between our teams. We appreciate the opportunity to collaborate with [Client's Company] and are excited to officially initiate the project, **[Project Name]**.

As agreed, the key terms are as follows:

- **Scope of Work:** [Briefly summarize the scope]
- **Deliverables:** [List main deliverables or reference agreement]
- **Timeline:** [State agreed project timeline and milestones]
- **Budget:** [Outline the finalized budget or payment terms]

Please find attached/enclosed the revised agreement outlining all the aforementioned details. Kindly sign and return a copy of the agreement at your earliest convenience to facilitate the commencement of the project.

We wish to thank you and your team for your collaboration throughout the negotiation process. We are committed to fulfilling the project objectives and delivering high-quality results, and we look forward to a successful partnership.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Yours sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]