

# Project Proposal Acceptance Letter

[Your Company Letterhead]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that **[Your Company Name]** has formally reviewed and accepted your project proposal titled **“[Project Name]”** submitted on [Proposal Submission Date]. We appreciate the effort and detail provided in your submission and look forward to initiating this project together.

## Acceptance Terms and Conditions

- The project will commence on **[Start Date]** and is expected to conclude by **[Projected Completion Date]**.
- All deliverables, timelines, and milestones will adhere to the specifications outlined in the accepted proposal, unless amendments are made as per our revision and change request policy.
- Payment terms, reporting schedules, and other contractual obligations are as stated in the attached contract and project plan.

## Revision and Change Request Policy

- 1. Submission of Change Requests:**  
All requests for revisions or changes to project scope, deliverables, or timelines must be submitted in writing to the project manager at [Project Manager Email]. Please include a detailed description of the requested modification.
- 2. Approval Process:**  
Upon receipt, the project team will review the request within five (5) business days and respond with an impact assessment, including any implications for scope, schedule, or cost. Changes will not be implemented until both parties provide written approval.
- 3. Limitations and Timelines:**  
Minor revisions (not affecting project scope or cost) may be accommodated up to two (2) times at no additional charge during the project duration. Beyond this, or for major changes, an additional agreement may be required and timelines may be adjusted accordingly.
- 4. Documentation:**  
All approved changes will be documented as formal amendments to the project agreement and shared with all relevant parties.

## Next Steps

Please review and acknowledge your acceptance of these terms by signing and returning a copy of this letter. Once received, we will schedule a project kickoff meeting to discuss implementation details.

We thank you for your trust in us and are committed to delivering the best possible results for your project. If you have any questions or need further clarification regarding our revision and change request policy, please do not hesitate to contact us.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]