

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

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

Subject: Formal Acceptance of Contract Agreement

Dear [Recipient Name],

I am writing to formally accept the terms and conditions outlined in the contract agreement (Reference No.: [Contract Number]), dated [Contract Date], between [Your Company/Organization Name] and [Recipient Company/Organization Name].

We have thoroughly reviewed the contract document and are pleased to confirm our acceptance of the terms as specified. We appreciate the opportunity to enter into this agreement and look forward to a successful and mutually beneficial partnership.

Please consider this letter as our official confirmation to proceed with the contractual obligations effective from [Effective Date, if applicable]. Should you require any additional documentation or further clarifications, please let us know. We would be grateful if you could provide any necessary information or next steps required to execute the contract.

Thank you for your trust and the opportunity to collaborate. We are committed to fulfilling our obligations in accordance with the agreement and look forward to working with your esteemed organization.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]