

This document provides a **project proposal acceptance letter sample** that includes detailed timeline information for clients. It serves as a formal confirmation of the project approval while outlining key milestones, deadlines, and delivery dates. This letter ensures clear communication between service providers and clients by specifying the agreed project scope, expected completion timeframe, and any important scheduling considerations, promoting transparency and effective project management from inception to completion.

Project Proposal Acceptance Letter Sample

Date: [Insert Date]

To:

[Client Name]
[Client Company Name]
[Client Address]
[City, State, ZIP Code]

Dear [Client Name],

We are pleased to formally accept your project proposal for **[Project Name]**, as outlined in your submission dated **[Proposal Date]**. This letter serves as official confirmation of our agreement to proceed with the project in accordance with the terms, requirements, and scope detailed in your proposal.

Project Scope

The project will encompass the following key deliverables:

• [Deliverable 1]
• [Deliverable 2]
• [Deliverable 3]
• [Add more as needed]

Project Timeline & Milestones

Milestone	Description	Expected Completion Date
Project Kick-off	Initial meeting and project briefing	[Kick-off Date]
Phase 1 Completion	[Phase 1 Description]	[Phase 1 Completion Date]
Phase 2 Completion	[Phase 2 Description]	[Phase 2 Completion Date]
Final Delivery	Submission of all project deliverables and documentation	[Final Delivery Date]

Additional Scheduling Considerations

- Periodic progress reviews will be scheduled every [X] weeks.
- Any changes to the outlined timeline will be communicated and mutually agreed upon in writing.
- Client feedback will be required within [X] business days after the presentation of each deliverable.

We are committed to maintaining open and transparent communication throughout the duration of this project. Should you have any questions, please feel free to contact us at **[Your Contact Information]**.

We look forward to a successful partnership and to delivering outstanding results.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]