

Date: [Insert Date]

[Client Name]
[Client Title/Role]
[Client Company Name]
[Client Address Line 1]
[Client Address Line 2]
[Country]

Subject: Acceptance of Project Proposal " [Project Name/Reference]

Dear [Client Name],

We are grateful for the opportunity to collaborate with [Client Company Name] and thank you for selecting [Your Company Name] for your [Project Name/Description] initiative.

We have carefully reviewed the project proposal dated [Proposal Date] and are pleased to formally accept the terms and conditions outlined, including the project scope, deliverables, and budget.

As agreed, the key details of the project are as follows:

- **Project Scope:** [Brief overview of project scope]
- **Timeline:** Project commencement on [Start Date] with completion scheduled for [End Date]
- **Deliverables:** [List of primary deliverables]
- **Payment Terms:** [Outline payment schedule and conditions]

Next, we propose to arrange a kick-off meeting to discuss project milestones, communication protocols, and address any preparatory questions from either side. Please let us know your availability for this meeting, or suggest any preferred adjustments to the outlined plan.

We look forward to building a productive and successful partnership with [Client Company Name], ensuring the highest standards of service and mutual growth.

Please find attached the signed agreement for your records. If you require any further information or have queries, do not hesitate to contact me directly at [Your Contact Information].

Thank you once again for your trust in [Your Company Name]. We are excited to begin this project together.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Email]
[Your Company Website] (if applicable)