

Date: [Insert Date]

**To:**

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Address Line 1]  
[Address Line 2]

**Subject:** Acceptance of Project Proposal and Confirmation of Delivery Timeline

Dear [Recipient Name],

We are pleased to formally acknowledge the acceptance of your project proposal titled “**[Project Title]**” submitted on [Proposal Submission Date]. After careful review, we confirm our agreement to proceed as outlined in your proposal.

As per our discussions and mutual understanding, the following delivery timeline and milestones have been established:

- **Project Kick-off:** [Kick-off Date]
- **Milestone 1:** [Description] “Due by [Date]
- **Milestone 2:** [Description] “Due by [Date]
- **Milestone 3:** [Description] “Due by [Date]
- **Final Delivery:** [Final Deliverable Description] “Due by [Final Delivery Date]

Please note that adherence to the agreed timeline is critical for the timely completion of the project. Any requested changes or unforeseen circumstances impacting the schedule should be communicated promptly to ensure appropriate adjustments.

We look forward to working closely with you and your team on this project. Should you have any questions or require further clarification regarding the delivery terms, please do not hesitate to contact us.

Kindly acknowledge receipt of this letter and confirm your acceptance of the outlined delivery schedule.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Your Contact Information]