

# Project Proposal Acceptance Letter Sample

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address Line 1]

[Recipient Address Line 2]

Subject: Acceptance of Project Proposal “ [Project Name]

Dear [Recipient Name],

We are pleased to formally accept your project proposal dated [Proposal Date] for [Project Name/Description]. We appreciate the opportunity to collaborate, and look forward to proceeding under the mutually agreed conditions outlined below.

## 1. Scope of Work

The scope of this project includes the following tasks and deliverables:

- [Task/Deliverable 1]: [Brief description]
- [Task/Deliverable 2]: [Brief description]
- [Task/Deliverable 3]: [Brief description]

All tasks will be performed and completed in accordance with the project timeline.

## 2. Project Timeline & Milestones

The project will commence on [Start Date] and is estimated to be completed by [End Date]. Milestones include:

- **Milestone 1:** [Description & Due Date]
- **Milestone 2:** [Description & Due Date]

## 3. Responsibilities

- [Your Company] will be responsible for: [List main responsibilities such as project management, quality assurance, reporting, etc.]
- [Client/Recipient] will be responsible for: [List responsibilities such as providing access, information, feedback, approvals, etc.]

## 4. Payment Terms

The total project fee is [Total Amount]. Payment terms are as follows:

- [%] Deposit upon acceptance of this letter
- [%] Upon completion of Milestone 1
- [%] Upon final delivery and approval

All payments are due within [Payment Term, e.g., 30 days] of receiving the invoice.

## 5. Confidentiality & Intellectual Property

Both parties agree to maintain confidentiality regarding proprietary information and project details. Any intellectual property created during the project will be owned by [Specify Party], as detailed in our agreement.

## 6. Additional Terms

- This agreement is subject to the general terms and conditions previously discussed and any attached schedules.
- Any amendments to the scope, deliverables, or terms must be agreed upon in writing by both parties.

Please acknowledge your acceptance of these terms by signing below and returning a copy of this letter. Should you have any questions, feel free to contact us at [Contact Information].

We look forward to a successful partnership and the timely completion of [Project Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Contact Phone/Email]

Acknowledged and Agreed by:

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[Recipient Name]  
[Recipient Title]  
[Date]