(Sender’s name)

(Sender’s address)

(Letter date)

(Recipient’s name)

(Recipient’s address)

**Subject: Proposal acceptance thank you**

Dear (name of recipient),

I am writing this letter to your organization on behalf of (state your company’s name) with reference to the proposal made by (state your company’s name) on (tell the address). I am delighted to have gotten your proposal acceptance letter.

Our company wishes to communicate our cordial thanks to your organization for accepting the proposal and showing confidence in our origination.

We have received initial documentation from you. We hope to arrange a meeting where both companies can work on the project and finish any documentation and contract details. It is necessary to discuss market strategies and how to handle any issues when they arise. (State any points that need to be discussed between both parties so that work can continue.

We are grateful that you have responded quickly and professionally. We have enclosed a meeting schedule. We again thank you for your interest in working with us.

If there are any queries, you can contact us at (tell how they can contact you and provide contact details, give time for when they can contact you).

Thank you.

Regards,

(Name of your company)

(Address of your company)