(State your name)

(Title)

(Contact number)  
(Email address)

(Give the date)  
(State the recipient’s name)

(Title)

(Tell their company name)  
(Company Address)

Dear (name of the recipient),

I am writing this letter on behalf of (tell your company’s name). I am happy to tell you that we accept (state recipient’s company)’s proposal. (Give the reasons why you accept the proposal).

We hope to start working with you on (tell the date). We would like to hold another meeting to discuss (tell your concerns). Please contact us at (tell how they can contact you), so that we can arrange the next steps.

It has been wonderful working with (give recipient’s company name). We hope to continue being impressed with your hard work and commitment.

Yours sincerely,

(Tell your name)