**Re. Intent to Accept Proposal [#]**

Dear [NAME],

I am writing this letter with the firm intent to accept your proposal submitted to us on [DATE]. Please, refer to this letter to bid [#]and proposal [#]. Please find the copies of ULX and AP-summary attached as Annexure-IV.

On [DATE], a proposal was submitted to the [COMPANY] by your project management team. Our scrutiny team has gone through the project proposal. The proposal is comprehensive and precisely speaks of every aspect entailing the project.

Our team has expressed firm intent and satisfaction with the proposal details. The proposal is wholesome and encompasses all the important points but there are some reservations to our project manager that have been demonstrated in the following points:

* The proposal illustrates that a budget of USD [$] is required for the project's completion. The proposal has all the sideline expenses added whereas we submitted in our letter earlier (please, refer to letter [#]) in which it was confirmed that all the sideline expenses will be borne by our company itself. The addition of the sideline expenses into the main budget makes it USD [$], thus, our financial expert team wishes to let it remain the same as the amount of USD [$].
* Another point of clash is the logistic expense. In the bid summary we sent, it was mentioned that the expense of logistics will be carried out by the company working on the project, i.e. [NAME THE COMPANY] in case the project is finalized. We ensure that we will provide all the relevant data evaluated and compiled till [DATE] but the expense of logistics will have to be carried by your company.
* Lastly, our team has reservations about the deadlines set for the project. We need to compile and complete the project by [DATE] as we are hosting a conference of foreign delegates in [MONTH]. In [MONTH], it will become highly difficult and arduous for our team to pursue the tasks related to this project.

Please, study the mentioned points and respond to us in an unambiguous way that would illustrate all the points meticulously.

We thank you for drafting the proposal and accepting our deal. We expect a fruitful outcome of your laborious and arduous efforts to make it possible. We apologize for the inconvenience this modification can bring.

We tentatively accept your proposal, but a confirmation letter of total acceptance would be sent after mentioned modifications. If you want to discuss the mentioned points, do not hesitate to contact our project manager at [EMAIL]. Thank you.