

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]
[CC Contact List, if applicable]

[Re: Quotation Reference]

Dear [First Name Last Name],

Based upon our discussions over the last several days, and the formal proposal we received on [date proposal was received], we have agreed to move forward under the terms outlined by [quotation number or proposal title].

Per this proposal, we expect [describe first deliverables] beginning on [start date] with [description of follow up deliverables and service dates or service schedule] and are entering into this agreement in good faith.

Please accept this letter as our formal acceptance of your recent proposal.

Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]