

[Name of the Company]

[Mention the street address of the company]

[Mention the city, state and zip code]

[Mention mail id of company]

[Date]

[Name of the recipient]

[Street address of the recipient]

[Mention city, state and zip code]

Dear [Recipient Name],

On behalf of [Mention name of the company] company, I am writing this letter, to let you know that we have accepted [Mention the details about the proposal that you are accepted]. We will start our work on the proposal of [Mention the work which has been given in the proposal] from [Mention the date and time] at [Mention the place].

We would like to begin the [Mention the projects that are written in the proposal] as soon as possible and for this, we are organizing a meeting in which we will discuss [Mention the details about the things that is necessary for this project and how you can do it together]. The meeting will be held on [Mention the date and time] at [Mention the place]. We will do all the necessary paperwork on that day.

To discuss this matter further or have any queries, you can contact me at [Mention your contact number] or mail me at [Mention your mail address].

Sincerely,

[Mention your name]

[Mention your designation]

[Your signature]

