

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

**Subject: Acceptance of Contract [Contract Title/Reference]**

Dear [Recipient's Name],

I am writing to formally accept the terms and conditions as set out in the contract dated [Contract Date], between [Your Name/Company] and [Recipient's Company].

I confirm that I have reviewed the contract thoroughly and agree to all stated terms.

Please let me know if any further documentation or actions are required from my end.

Thank you very much. I look forward to our collaboration.

Sincerely,

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[Your Name]  
[Your Title/Position, if applicable]