

[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,

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