**Business Proposal Acceptance Letter**

Nick Dalton

Chicago, IL

To:

Jennifer Smith

Manager, Widget Company

123 Broadway Street

Chicago, IL 60005

December 1st, 2019

Dear Ms. Smith,

I am writing on behalf of ABC Company to let you know that we would like to accept ACME LLC’s business proposal for our new project to implement initiatives X, Y and Z at a cost of $XXXK (based on your quotation number 10,502). The main objective of the proposal is to achieve deliverable X by 12/31/2021 ***[Confirm the most important elements of a proposal, including scope, cost, key deliverables and deadlines]***

We feel that your proposal is the closest to our needs, and the most realistic to help us achieve our goals. You may be interested to know that your proposal was agreed upon by all members from our team.

We would like to begin the work as soon as we can, and are looking forward to meeting with you and completing the final contract. To discuss further, please contact me at your convenience at (555) 555-555 or [email]. We would like to set up a kick-off meeting by end of month. ***[Clarify the most important next step to make sure proposal moves forward in timely manner]***

We are very appreciative of ACME LLC’s work and cooperation with us on this project so far. We are looking forward to working together as our project expansion becomes reality. We thank you for your time and consideration, and will be on the lookout for your quick response.

Best regards,

Nick Dalton

ABC Company