

Date: [Insert Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

Subject: Acceptance of Agreement - [Reference Name/Number]

Dear [Recipient Name],

I am writing to formally accept the terms and conditions outlined in the agreement dated [Insert Date of Original Agreement] regarding [Insert Brief Description of Project or Service].

I have reviewed the document and agree to all provisions, including the scope of work, payment schedules, and legal obligations as stated. Please find my signature below as formal confirmation of this acceptance.

I look forward to our collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]
[Your Company Name]

Countersignature

By signing below, the parties confirm their mutual agreement to the terms described above.

Accepted By: _____

Date: [Insert Date]