[DATE]

[NAME AND ADDRESS]

**Approval of contract proposal**

Dear [ADDRESSEE],

We are pleased to confirm our acceptance of your contract proposal dated [DATE] (the “**Proposal**”), which outlines [*a new agreement/consolidated agreement/other type of agreement*] between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [*L*EGAL NAME OF OTHER PARTY] (“**you**” or “**your**”).

After a thorough review, we agree to the terms and conditions set forth in the Proposal and are prepared to proceed with the next steps to finalize and execute the agreement. We believe this agreement will strengthen our relationship and provide a clear framework for collaboration moving forward.

To formalize this arrangement, we propose that both parties execute the final version of the agreement by [TARGET DATE]. If there are any additional steps required on your end, please let us know so we can coordinate accordingly.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

We look forward to working together under this new agreement and to a successful partnership.

Yours truly,

[LEGAL NAME OF YOUR PARTY]

By: …………………………..

Name: [NAME]

Title: [TITLE]