

Sample Acceptance of Agreement Between Two Parties

Dear [Recipient Name],

This correspondence is regarding the agreement concerning [Topic] that was drafted on [Date and Time].

It is my pleasure to inform you what I have decided to accept the agreement and the corresponding terms and conditions.

Enclosed with this letter are two signed copies of the agreement. Upon receiving, kindly sign both and return one of them to me.

[If there supporting documents attached, list them here]

As discussed and outlined in the draft, this agreement becomes in effect upon both parties signing their copies.

[Next steps go here. What should happen next now that both parties are in agreement?]

Congratulations to both us! Thank you and best of luck.

Sincerely,