

Formal Acceptance Template

Subject: Formal Acceptance of Grant Agreement [Grant Number/Title]

Dear [Grantor Name/Grant Committee],

I am writing to formally acknowledge receipt of your grant award notification dated [Date] and to express our sincere acceptance of the grant agreement for [Grant Title/Project Name] in the amount of [Grant Amount].

We are honored to have been selected as the recipient of this prestigious grant and are committed to fulfilling all terms and conditions outlined in the agreement. Our organization fully understands and accepts the responsibilities, reporting requirements, and deliverables specified in the grant documentation.

We confirm our commitment to commence the project on [Start Date] and complete all deliverables by [End Date]. All financial reporting will be submitted according to the established schedule, and we will maintain detailed records of all grant-related expenditures.

Please find attached our signed grant agreement along with any required supporting documentation. We look forward to a successful partnership and will keep you informed of our progress through regular reporting.

Thank you for your confidence in our organization and this important initiative.

Sincerely,

[Your Name]

[Title]

[Organization Name]

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