How To Accept Letter Of Intent

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Sender's Name]

[Sender's Address]

[City, State ZIP Code]

Dear [Sender's Name],

I am writing to confirm my acceptance of the letter of intent that you have sent me on [date]. I appreciate the time and effort you have taken to provide me with all the necessary details and information.

I am pleased to accept the terms outlined in the letter of intent, and I look forward to working with you in the future. Please let me know if there are any further requirements or conditions that need to be met.

As requested, I have signed and enclosed a copy of the letter of intent. I will send the original copy to you by [method of delivery] at the earliest convenience.

Thank you for considering me for this opportunity. I am excited about the prospect of working with you.

Sincerely,

[Your Name]