

Sample Teaming Agreement Acceptance Letter

[Your Name]

[Your Title/Position]

[Your Company/Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and accept the terms of the Teaming Agreement dated [Date of Teaming Agreement] that we recently discussed and negotiated between [Your Company/Organization] and [Recipient's Company/Organization]. We are pleased to move forward with this collaboration and join forces to pursue the opportunities outlined in the agreement.

This Teaming Agreement outlines our shared intentions, responsibilities, and commitments as we work together to achieve our common goals. We understand and agree to the terms and conditions set forth in the agreement, including but not limited to:

1. [Briefly mention a key point from the agreement, e.g., "Our roles and responsibilities for project management and resource allocation."]
2. [Another key point from the agreement, e.g., "The sharing of proprietary information and intellectual property."]

3. [Any other important aspect, e.g., "The duration and termination clauses of the agreement."]

We are excited about the prospects of this collaboration and the potential benefits it will bring to both of our organizations. We believe that our combined expertise and resources will enable us to create significant value and drive success in the project(s) we undertake together.

To move forward, we propose that we schedule a kickoff meeting within the next two weeks to discuss the detailed action plan, milestones, and any necessary logistical arrangements. Please let us know your availability so that we can coordinate a suitable time.

Once again, thank you for the opportunity to collaborate, and we look forward to a fruitful partnership. If you have any questions or need further clarification on any aspect of the agreement, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a physical letter)]

[Your Typed Name]

[Your Title/Position]

[Your Company/Organization]