

## Work Order Acceptance Letter Sample

Dear [Recipient],

I am pleased to inform you that your work order has been accepted by our team at [Company Name]. We appreciate your interest in working with us and we are excited to begin this project together.

As per our discussion on [date], we have reviewed the details of the project and we are confident in our ability to deliver the desired results. We appreciate the opportunity to work with your company and we will do our best to ensure that the project is completed to your satisfaction.

Please find attached a copy of the work order with all the necessary details, including the scope of work, project timeline, and budget. If you have any questions or concerns, please do not hesitate to contact us.

We look forward to a successful partnership with you and your team. Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]