

Acceptance Letter From Contractor

Dynamic Builders Company Letterhead

August 18, 2024

John Doe

Doe Enterprises

456 Business Rd

Commerce City, CC 12345

Dear Mr. Doe,

Thank you for choosing Dynamic Builders to handle your office renovation project. We are pleased to formally accept your offer as outlined in the proposal dated August 1, 2024, and look forward to collaborating with your team.

As discussed, here are the key terms of our agreement:

- **Project Description:** Complete renovation of the existing office space, including new flooring, wall partitions, and updated electrical systems, aimed at enhancing the functional layout and aesthetic appeal of the space.
- **Start Date:** September 15, 2024
- **Completion Date:** December 15, 2024
- **Total Cost:** \$120,000
- **Payment Terms:** 50% upfront, 25% midway through the project, 25% upon completion
- **Points of Contact:** Project Manager - Tom Harris, Doe Enterprises Liaison - Sarah Lee

We will proceed with the necessary preparations to commence work on the agreed start date. Our team will ensure that all work is performed to the highest standards and in compliance with relevant regulations and guidelines. We will keep you regularly updated on our progress.

Please sign and return the attached copy of this letter as a confirmation of the terms and your agreement to proceed. If there are any further details or adjustments to discuss, please feel free to contact me directly at tom.harris@dynamicbuilders.com.

Thank you once again for this opportunity. We are committed to delivering a successful project and surpassing your expectations.

Warm regards,

Tom Harris

Project Manager

Dynamic Builders

tom.harris@dynamicbuilders.com