

Business Proposal Acceptance Letter

Avery N. Endsley
Manager
Columbus, OH 43266
Tel: (555)555-5555

To:

Dana M. Nash
Manager
123 Broadway Street
Columbus, OH 43266
November 1, 2014

Dear Ms. Nash,

I am writing on behalf of ABC Company to let you know that we have accepted Acme Construction & Consulting's proposal for our new expansion. Out of all the proposals we received, we felt that yours was closest to what we had in mind for our company and the most realistic in terms of reaching our goals in the allotted time. You may be interested to know that the proposal was unanimously agreed upon by our board of directors.

We would like to begin the project as soon as possible and look forward to meeting with you and receiving the necessary paperwork. To discuss this matter further, please contact me at your convenience at (555)555-5555 or [email] We look forward to hearing back from you and will return any messages as quickly as possible.

We are greatly appreciative of all of Acme Construction & Consulting's hard work and cooperation with us on this project. We are looking forward to continued cooperation with you as our business expansion becomes a reality. We thank you for your consideration in this matter and will be on the lookout for your prompt response.

Yours sincerely,

Avery Endsley

Avery N. Endsley
Manager
ABC Company