To

[The Recipient]  
[Designation]  
[Company Name]

I [title][name] from [organization] am writing to you regarding [project name] offered by you in the meeting held on [date]. We are pleased to inform you that your proposal has been accepted and we would be glad to start work on the proposed timeline.

Our finance department has gone over the payment proposal presented by you and they have proposed a meeting to discuss some details regarding [name] issue. Also, we would like to arrange a meeting between our respective legal teams to finalize the terms of the contract.

The contact person for this would be Mr. [name]. You can call him at [phone number] or email at [email address].

Looking forward to a positive and mutually beneficial experience.

Yours sincerely,

[Title]  
[Name]

[Date]