

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acceptance of Counter Proposal

Dear Name:

After reviewing the documents submitted by your company, I accept the counter proposal contained in the documentation. Please contact me at your earliest convenience so that we may finalize all remaining details.

I look forward to hearing from you.

Sincerely yours,

N A M E