

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

DATE

VIA FACSIMILE

NAME  
ADDRESS LINE  
ADDRESS LINE  
CITY, STATE ZIP CODE

Re:

Dear :

Pursuant to my telephone conversation with late yesterday, has accepted your latest proposal which I faxed to him yesterday regarding the above referenced matter. I am sending an original of the proposal in letter form to this a.m. by hand delivery for his signature and signature. Upon my receipt of the executed letter of proposal, I will forward a copy to you by facsimile and regular mail.

I hope everything is going well with your trip. If you have any questions, do not hesitate to call.

With kindest regards, I am

Sincerely yours,

:  
Enclosure