

Your address  
1 Business Street  
London  
N4 4FA

Their address  
2 Business Street  
London  
N4 4FA

Friday 16th January 2015

Dear Mr Jones,

I am writing to respond to the proposal you sent us last month. We would like to thank you for your prompt response in this matter and taking the time to produce this proposal.

After thorough evaluation of your proposal we have decided we are very impressed and would like to implement this as soon as possible.

A member of our team will be in touch with you in the coming days to introduce you to the rest of your team and we look forward to working with you on this project.

Yours sincerely  
John Smith