

Dear,

You have submitted to me a proposal about a month ago which has been received by my secretary. It was given to me in no time but it took me some time to study it in detail. I understand that you want a reply to your proposal as soon as possible.

With this in mind, I am writing to give you my affirmative answer to your offer. There are some things in the proposal that needs further clarifications but I think they will all be cleared up once we have our first meeting concerning it.

I will leave the decision on the time and place of our discussion to you. But I find your proposal to be of great interest. Do not be hesitant to tell me what is on your mind, as it will facilitate further understanding between us.

Hope to see you soon.

Sincerely,