[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: ACKNOWLEDGMENT OF UNSOLICITED IDEAS.**

Dear [CONTACT NAME],

Thank you for your interest in submitting a proposal relative to [SPECIFY].

Our company receives various ideas, suggestions and proposals, through the year, and we have many of our own projects under development. We have considered the proposal that you have submitted to us and are delighted to accept your idea or proposal for review along with the acknowledgement letter signed by you.

It is understood that:

l. Samples or other submissions will be returned only if return postage/ freight is prepaid.

2. The company accepts no responsibility for loss or casualty to samples in our possession.

3. The company accepts no responsibility for holding information in confidence.

4. The company shall pay compensation only in the event it, a) accepts the idea, b) has received the original idea from the submitter, and c) reaches an agreement as to the terms and conditions with the submitter.

If these terms are acceptable to you, please sign where indicated below and return together with your idea or proposal.

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]

The foregoing terms and conditions are understood and acknowledged.

Submitter