

[Your Company Letterhead]

[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]

Date: [Insert Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Tender Acceptance for [Project Name/Reference Number]

Dear [Recipient Name],

We are pleased to inform you that, after thorough evaluation and consideration, **[Your Company Name]** officially accepts your tender dated **[Tender Date]** for the project titled **[Project Name/Description]**.

We acknowledge and accept the terms and conditions outlined in your tender, including the following key elements:

- **Scope of Work:** [Briefly summarize the agreed project scope]
- **Contract Price:** [State agreed contract amount or reference the pricing section]
- **Project Timeline:** [Specify agreed start and completion dates]
- **Terms & Conditions:** [Reference applicable terms, e.g., payment terms, deliverables, warranties]

We look forward to commencing the project as per the agreed schedule. Kindly confirm receipt of this acceptance and provide any additional documentation required to finalize the contract.

Please do not hesitate to contact us should you need further information or clarification.

We appreciate your cooperation and look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]

This is a formal template. Please customize the contents in [brackets] with the relevant details before sending.