

Date: [Insert Date]

**To:**

[Contractor's Name]  
[Contractor's Company Name]  
[Contractor's Address]  
[City, State, ZIP Code]

Subject: **Notification of Tender Acceptance for [Project Name/Number]**

Dear [Contractor's Name],

We are pleased to inform you that your tender submission dated [Tender Submission Date] for the project titled **[Project Name/Description]** has been carefully reviewed and accepted by **[Awarding Entity Name]**.

After evaluating all received submissions, your proposal was found to be the most advantageous in terms of technical merit, adherence to requirements, and value for money. Accordingly, we are pleased to award you the contract for the above-mentioned project, subject to the terms and conditions outlined below.

## 1. Contract Scope and Project Description

[Briefly describe the project scope, main deliverables, and key objectives.]

## 2. Contract Sum

The total contract value shall be **[Contract Amount]**, as stated in your tender.

## 3. Commencement and Completion Dates

The project is scheduled to commence on **[Start Date]** and must be completed by **[Completion Date]**. A detailed project schedule shall be finalized upon contract signing.

## 4. Terms and Conditions

- All work must adhere to the specifications and standards outlined in the tender documents.
- Timely submission of progress reports and compliance with agreed milestones is mandatory.
- Any variation or deviation must receive prior written approval from the project manager.
- Other applicable terms as mutually agreed during final negotiations.

## 5. Next Steps

1. Please confirm your acceptance of this award by signing and returning the enclosed Acceptance Form within [X] days.
2. Arrange for the submission of the required performance bond, insurance certificates, and any other contractual documents.
3. A formal contract signing date will be scheduled upon receipt of your written confirmation.

We look forward to a successful partnership and the timely completion of this project. Should you require any clarification or further information, please contact [Contact Person], [Title], at [Phone Number] or [Email Address].

Congratulations once again on your successful tender.

Sincerely,

[Authorized Signatory Name]  
[Title]  
[Awarding Entity Name]  
[Contact Details]