

[Your Company Letterhead]

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

Subject: Tender Acceptance Letter for Service Contract â€“ [Project/Service Name]

Dear [Recipient Name],

We are pleased to inform you that **[Your Company Name]** hereby accepts your tender submitted on [Tender Submission Date] for the provision of **[Service Description]** in accordance with the terms and conditions specified in the tender documents.

After careful review and mutual discussions, we confirm our understanding and acceptance of the following special conditions as part of this service contract:

- **[Special Condition 1]:** [Brief description of the special condition]
- **[Special Condition 2]:** [Brief description of the special condition]
- **[Special Condition 3]:** [Brief description of the special condition]

All other terms and conditions specified in the original tender documents and correspondence shall remain applicable throughout the duration of this contract. Both parties acknowledge and agree to adhere strictly to the above-stated special conditions to ensure the successful and timely execution of the contract deliverables.

Please confirm your agreement by countersigning and returning a copy of this letter at your earliest convenience. Should you require any further clarification or information, please feel free to contact us at [Contact Information].

We look forward to a successful collaboration and the commencement of the services as outlined.

Yours sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Telephone and Email]

Accepted and Agreed by:

[Recipient Name & Signature]
[Date]