

[Government Authority Letterhead]

Date: [Insert Date]

To:

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

Subject: Official Tender Acceptance – Contract Award for [Project/Service Name]

Dear [Contractor's Name],

We are pleased to inform you that your tender submission for **[Project Title and Tender Reference Number]** has been thoroughly evaluated and has been selected for award by **[Government Department/Agency Name]**.

Please find below the key details of the contract award:

- **Scope of Work:** [Brief summary of work/services to be provided]
- **Contract Value:** [Total contract amount]
- **Project Duration:** [Project start date] to [Project end date]
- **Compliance Requirements:** [List of statutory/regulatory requirements]
- **Reporting & Monitoring:** [Reporting timelines, monitoring protocols, etc.]

This letter hereby serves as **formal acceptance of your tender**. You are required to acknowledge receipt of this letter and signify your readiness to commence work by [date of commencement]. Please ensure strict adherence to all terms, conditions, and legal requirements as outlined in the contract documentation. Non-compliance may result in penalties or contract termination as per applicable laws and policies.

Kindly contact our office should you require any clarification regarding this award or the contract terms.

We look forward to a successful partnership and trust that you will deliver the project with excellence and integrity.

Sincerely,

[Authorized Signatory Name]

[Title / Position]
[Department/Agency Name]
[Contact Information]