

**[Your Company Letterhead]**

Date: [Insert Date]

To:  
[Name of the Joint Venture]  
[Address Line 1]  
[Address Line 2]

Attention: [Lead Partner's Name or Representative]

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

Dear [Lead Partner's Name/Representative],

We are pleased to inform you that after a thorough evaluation of your submission, the tender proposal submitted by **[Name of Joint Venture]** for the above-referenced project has been accepted.

Your joint venture has been awarded the contract to undertake **[brief description of the scope of work]** in accordance with the terms, conditions, and specifications outlined in the tender documents and your proposal dated [insert date].

The principal terms of this contract are as outlined below:

- **Contract Value:** [Insert Contract Amount]
- **Scope of Work:** [Briefly define the scope of services/project]
- **Project Duration:** [Timeline/Completion date]
- **Commencement Date:** [Start date]
- **Lead Partner Responsibilities:** [Specify role]
- **Other Joint Venture Partners' Responsibilities:** [Specify roles]
- **Quality and Compliance:** Works to be carried out in accordance with applicable standards and regulatory requirements.
- **Reporting and Communication:** [Highlight reporting structure/requirements]

Please confirm your acceptance of this award by signing and returning the attached acknowledgment form by [deadline for acknowledgment]. On receipt of your confirmation, a formal contract document will be prepared for execution.

We look forward to working closely with your joint venture and seeing the successful delivery of this project in line with our expectations and shared goals.

If you require further clarification, please contact [Project Manager/Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]

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**Acceptance Acknowledgment**

We, the undersigned, hereby acknowledge and accept the award of the contract as set forth above.

Joint Venture Name: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Date: \_\_\_\_\_