

# Letter Format for Tender Acceptance and Contract Commencement

[Your Company Letterhead]

[Date]

To,  
[Name of the Contractor/Supplier]  
[Company Name]  
[Address]  
[City, State, ZIP]

**Subject: Acceptance of Tender and Commencement of Contract “ [Tender Reference Number]**

Dear [Name of Contractor/Supplier],

We are pleased to inform you that, after due evaluation of your submitted tender dated [Tender Submission Date] for [brief description of goods/services/works], your offer has been accepted. This acceptance is with reference to the above-mentioned tender (Tender Reference No.: [Tender Reference Number]).

In accordance with the terms and conditions outlined in your tender and in the tender documents, we confirm the award of the contract to your firm for [details of goods/services/works]. The contract value is [Contract Value] and the duration/commencement date of the contract shall be effective from [Contract Commencement Date].

Kindly confirm receipt of this letter and your acceptance of this award by signing and returning the attached copy for our records. Please ensure that the necessary documentation and formalities are completed prior to the commencement date. Any other instructions or requirements, if any, will be communicated to you in due course.

We look forward to a successful partnership and prompt execution of the assigned contract.

Yours sincerely,  
[Your Name]  
[Your Designation]  
[Your Company Name]  
[Contact Information]

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**Enclosures:** Copy of Letter for Acknowledgement