

Tender Acceptance Letter Sample for Construction Contract Award

[Your Company Letterhead]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address] | [Phone Number]
[Date]

To:

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address Line 1]
[Contractor's Address Line 2]
[City, State, ZIP Code]

Subject: Tender Acceptance for Construction Contract â€“ [Project Name/Reference Number]

Dear [Contractor's Name],

We are pleased to inform you that your bid submitted on [Bid Submission Date] for the construction of **[Project Name]** at **[Project Site/Location]** has been successful. After careful evaluation, your proposal was found to meet the requirements and standards set forth in the tender documents.

This letter serves as our formal acceptance of your tender and confirmation of the award of the contract under the terms and conditions specified in the tender documents and your submitted proposal. The key terms of the contract are as follows:

- **Project Scope:** [Brief Project Scope/Description]
- **Contract Value:** [Contract Amount and Currency]
- **Project Start Date:** [Commencement Date]
- **Completion Date:** [Expected Completion Date]
- **Other Key Terms:** [Other agreed terms, as needed]

Kindly acknowledge receipt of this acceptance letter and confirm your readiness to commence with the project as per the agreed terms. Formal contract documents will be prepared and sent to you for signature. Please note that compliance with all statutory and regulatory requirements is mandatory throughout the execution of the works.

We look forward to a successful collaboration and timely completion of this project.

Should you have any queries, please contact [Contact Person's Name] at [Contact Person's Email/Phone Number].

Yours sincerely,

[Your Name]
[Your Designation/Title]
[Company Name]