

Tender Acceptance Letter Template

Dear [Name of Bidder],

I am writing to formally accept your tender for [Project Name/Description]. After careful consideration of all the submissions, we have decided that your proposal best meets our requirements and expectations.

We are pleased to inform you that your tender has been accepted for the following reasons:

[Provide details on why the tender was accepted, such as meeting all the necessary requirements, providing the best value for money, having the most experience, etc.]

We appreciate the time and effort you put into preparing your submission and we look forward to working with you on this project. We are confident that your team will deliver the expected results on time and within budget.

We will now proceed to finalize the contract documents and we will be in touch with you shortly to discuss the next steps. We would like to remind you that the terms and conditions of the contract will be based on the original tender submission.

Once again, congratulations on your successful tender submission. We appreciate your commitment to our project and look forward to a productive partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]