

Letter of Tender Acceptance

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Acceptance of Tender

Dear [Subcontractor Name],

We are pleased to inform you that your tender submitted on [Insert Tender Submission Date] for [Project Name/Description] has been accepted.

The details of our agreement are as follows:

- Scope of Work: [Brief Description of Work]
- Contract Value: [Insert Amount]
- Start Date: [Insert Date]
- Completion Date: [Insert Date]

Please confirm your acceptance of this tender by signing and returning a copy of this letter by [Insert Deadline].

We look forward to working with you on this project.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]