

Bid Acceptance Letter

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we accept the bid for the [Project Name/Contract Title] as outlined in your proposal dated [Proposal Date]. After a thorough evaluation, we are confident that our services will meet the requirements of the project.

We appreciate the opportunity to work with [Government Agency Name] and are committed to delivering quality results. Please let us know the next steps in the contracting process at your earliest convenience.

Thank you for your trust in our capabilities. We look forward to a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]