

Bid Acceptance Letter

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Contractor's Name]
[Contractor's Company Name]
[Contractor's Address]
[City, State, Zip Code]

Dear [Contractor's Name],

We are pleased to inform you that your bid for the construction project [Project Name] has been accepted. After reviewing all submitted proposals, we find your offer to be the most competitive and aligned with our project goals.

Your bid amount of [Insert Amount] will be the basis for our contract. Please prepare the necessary documentation and return it by [Insert Date] to finalize the agreement.

We look forward to working with you and your team on this project. Please feel free to reach out if you have any questions.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]