

Letter of Acceptance

Date: [Insert Date]

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

[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 services for [Project Name/Description] has been accepted. After thorough review and consideration, we have determined that your proposal meets our project's needs and requirements.

The total accepted bid amount is [Total Bid Amount]. We would like to request that you provide the necessary documentation to initiate the contracting process.

We look forward to working with you and are confident that you will deliver quality workmanship. Please feel free to reach out if you have any questions or need further details.

Thank you for your participation in our bidding process.

Sincerely,

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