



Client's logo

Letter of Acceptance

Project No. _____

Date: _____

Person: _____

Company: _____

Address: _____

Address (cont.) _____

Dear Sir or Madam :

Re: Tender: _____

Project Name: _____

Tenders for the above project were received at *(time and date)*. On behalf of the client, we would like to inform you that the tender of *(contractor)* has been accepted on the basis of low bid.

We would like to confirm that the alternate price *(description as required)* be included in this contract. The contract award will be for the base contract only, at your submitted price of *(insert bid amount)*, plus GST.

Please contact the undersigned to confirm details pertaining to the site mobilization, including as any further information required, access to existing drawings, and approach to be taken. We will require the name of your site supervisor and project manager as soon as possible. We also require a start-up meeting on site to familiarize those involved with the site, as well as set up a schedule for meetings and protocols.

As discussed, you are expected to complete the project on schedule as per the specifications, with the exception *(include exception if required)*.

We look forward to a successful completion of this project.

Yours truly,

Person, Designations

Title

c. *Mr. Company*

Fax: *if required*