Date

Name   
Address

Dear Ms. Sarah,

I am pleased to write this letter and inform you about the acceptance of [X]’s tender submitted on 5th December 2019 against the tender notice [X] of ABC Limited, posted on 14th November 2019. You have been selected as a construction firm for building our new mall for the [X] project.

We need to finalize the terms and conditions as well as complete the contract signing and other formalities. Let us know your availability in the next week for a meeting. Kindly, email the filled-in commitment form and the list of documents (attested photocopies) mentioned in the tender notice.

Let us know if you need any details on [X]. We look forward to having a long-term relationship with your company.

Regards,

Peter Robert.