Date

Name   
Address

Dear Mr. Steven,

We are glad to inform you about your tender acceptance for office furniture submitted on 7th October 2019, against our tender notice [X], posted on 8th September 2019.

We are shifting in our new office on 1st January 2019, because of which we will be needing all the office furniture till 29th December 2019, to have a margin for the seating arrangements. If it is convenient for you, let us have a meeting on Wednesday, next week, i.e. 5th November 2019 and finalize all the terms and conditions, and complete the formalities. We would appreciate it if you supply the first batch of the office desks in November 2019.

Kindly, send the filled and signed commitment form and let us know if you need any details at [X].

Regards,

Ross James.