Date:

To:

Name of the contractor,  
Address,

**Subject: tender award acceptance confirmation**

Dear Contractor,

We are glad to let you know that your tender has been accepted on 14th November 20XX. It has been accepted as per the policy of the company.

According to the terms and conditions of working with our company, you must submit the performance guarantee of (mention the amount). This guarantee will be valid for one year.

The necessary process of initiating the project work will be started right after receiving the performance guarantee from your side.

If you want to know more about this confirmation letter, feel free to contact us

Sincerely,

Name of the sender  
Sender’s designation in the company  
Signatures