To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Bid Acceptance Letter**

Dear Sir/Madam,

This is to inform you that our company, [name of sender’s company], has duly accepted your bid for the installation of new accounting software for our office at [mention location]. We have reviewed all of the bids offered to us and we found your bid the most suitable for us.

With this acceptance letter, we have attached a copy of your proposal along with a few alterations to your terms and conditions. If you agree to our terms, please sign the letter and dispatch it to our office so that we can then proceed to officially form and sign the contract.

Feel free to contact me for any further details and queries.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]