**ANNEX GEN 16: Letter of Acceptance**

To:

<Name and address of tenderer>

Date: <xx.xx.xxxx>

**<insert tender reference no. and title>**

Dear Sir/Madam,

With reference to the above-mentioned tender we are pleased to inform you that your tender was successful.

We have enclosed the Contract, which we kindly request you to sign and return at your earliest convenience, latest by <insert date, time limit in accordance with the tender dossier>.

Option: The contract shall be returned accompanied by a Performance Bond for the amount of <insert currency and amount> in accordance with the Contract and shall be issued in accordance with the text in the tender dossier.

We look forward to hearing from you.

Best regards,

<Insert name and title>

<Insert name and address of Contracting Authority>