**TEMPLATE GEN 16: Letter of Acceptance**

(For Procurements above EUR 149,999)

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| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*  *Where you see <…> please enter information.*  *Options are marked* (Option:…)   ***Where this appears*** [insert] ***it is the supplier who shall insert information.*** |

**LETTER OF ACCEPTANCE**

To:

<Name and address of tenderer>

Date: <insert>

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

Dear Sir/Madam,

With reference to the <insert tender reference no. and title> we are pleased to inform you that your tender was successful.

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

(OPTION: Please return the Contract accompanied by a performance guarantee for the amount of <insert currency and amount> and a prepayment guarantee for the amount of <insert currency and amount> in accordance with the Contract and 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>