TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Rental Approval Letter

Dear **[NAME]**

We hereby certify that we have read all the terms and conditions of the tender, and our company, **[MENTION NAME OF THE COMPANY]** agrees to accept your company’s tender. As mentioned in the tender agreement letter, you have to do the needful **[MENTION THE DETAILS ABOUT THE TERMS AND CONDITIONS OF THE TENDER]**.

We start our work with your company regarding this tender after all the paperwork. We decided to do all this paperwork on **[MENTION THE DATE AND TIME]** at **[MENTION THE PLACE]**. And then, we will start working from **[MENTION THE DATE]**.

If you have any queries or concerns regarding the same, you can contact us through our company’s website **[MENTION WEBSITE OF THE COMPANY]**  or email at **[MENTION THE OFFICIAL MAIL ADDRESS]**.

 Sincerely,