To,

Communications Manager,  
Manchester Construction Company,   
Fifth Sq. Avenue, New Manchester

**Subject:** Letter of acceptance for the tender offer

Respected [Recipient],

I hope this letter finds you well. I am writing this letter in response to your tender offer that we received a few days back. Please know that we have been extremely humbled and honored to receive your tender offer. We have carefully gone through your offer and have gone at lengths with our team about whether we should accept it or not.

After a thorough discussion, we have decided that your offer is indeed in our benefits and we would like to accept it with great zest. Please ask your HR department to arrange with our team a meeting so that we all may be able to discuss the tender and its terms in a better and clearer manner before starting the official working on the tender.

Again, thank you for considering us for your tender offer. We hope the process goes smoothly.

Looking forward to having a meeting with you

Regards,  
[XYZ]