Date: [DATE]

To

Organization’s Name,  
City,

Subject: Acceptance of the contract’s award

Respected Sir/Ma’am,

I hope you receive this letter in good health. I am writing this letter to inform you about receiving your contract award. I would like to express my sincere and deepest gratitude for being considered worthy enough to be granted such an important contract. I have read the contract letter closely and I am ready to fulfill all the duties that have been accounted to me by your worthy management.

I promise that I will try my best not to disappoint you with any carelessness or naivety in my attitude and to give my best possible to effectively carry out whatever tasks I have been assigned during my contractual term. I am also looking forward to building a healthy relationship with my team member and other staff-member at the organization and hope to enjoy my stay at your organization.

Please let me know of the starting date so that I may reach the work field in time.

Looking forward to working and learning with you.

Best Regards,  
[XYZ]