

LETTER OF ACCEPTANCE

To:

Mr. _____

Address: _____

Subject: **ACCEPTANCE OF BID FOR LEASE OF** _____

With reference to the open bidding/auction held on [Date] for the lease of [Name of Tank/Water Body], it is hereby conveyed that your bid, amounting to Rs. ____ (Rupees _____ only), being the highest responsive bid, has been accepted by the competent authority.

You are, therefore, requested to visit this office within _ days from the date of issuance of this letter to complete all the required formalities and submit the necessary documents, including payment of the prescribed dues and execution of the lease agreement, as per the applicable rules and conditions of the auction.

Please note that failure to comply within the stipulated period may result in cancellation of the acceptance of your bid, and further action shall be taken in accordance with the relevant rules and terms of the bidding process.

You are requested to treat this matter as MOST URGENT.

[Designation]