Elrha

1 St John’s Lane

London

EC1M 4AR

#

[DATE]

**Subject: Call for Proposals – [Contract title] – Terms and Conditions Acceptance Letter**

Dear sir/madam,

Having carefully examined and considered without limitation the Terms and Conditions attached as Appendix 1 to the Terms of Reference for the [Contract title] we [ORGANISATION NAME]

- [confirm we accept the Terms and Conditions as attached in Appendix 1] OR

- [would like to invite Elrha to consider revising the following clauses in the Terms and Conditions attached in Appendix 1, as indicated below:

|  |  |  |
| --- | --- | --- |
| **Clause Number** | **Concern** | **Suggested Revision** |
|  |  |  |
|  |  |  |
|  |  |  |

Signed for the Bidder:

*(signature)*

Name:

Title:

Organisation:

Date: