

*Specimen copy of the Letter of Acceptance to Order  
(To be submitted in the letter head of the contractor)*

Date:

To

Joint Manager  
Stores and Purchase Section  
National Institute of Ocean Technology  
Chennai – 600 100

**Letter of Acceptance to order**

Order reference No:

Order Date:

Order description:

Dear Sir,

We acknowledge receipt of the above letter of Intent and agree to supply the item(s) as per the specification, terms and conditions mentioned in the Letter of Intent.

Company Seal:

Name of the Company

Authorised Signatory