

# Formal Shipping Contract Award Communication

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Recipient Name  
Recipient Company  
Recipient Address  
City, State, Zip Code

## Subject: Award of Shipping Contract

Dear [Recipient Name],

We are pleased to inform you that [Your Company Name] has awarded your company the shipping contract for [specify goods or services]. After careful consideration of all proposals submitted, we believe that your bid aligns closely with our needs and expectations.

The details of the contract are as follows:

- **Contract Start Date:** [Insert Start Date]
- **Contract Duration:** [Insert Duration]
- **Scope of Work:** [Briefly describe scope]
- **Payment Terms:** [Insert Payment Terms]

We expect to commence the agreement on the specified start date and request that you submit the necessary documentation by [Insert Deadline Date]. Please confirm your acceptance of this award by signing and returning the attached contract documents.

Thank you for your participation in the bidding process. We look forward to a successful partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]