

Shipping Procurement Award Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your proposal for [specific procurement project or service] has been selected for award. After careful evaluation, we have determined that your company meets our requirements and expectations.

The key details of our agreement are as follows:

- **Scope of Work:** [Brief outline of what is being procured]
- **Award Amount:** [Total value of the contract]
- **Delivery Timeline:** [Start and end dates]

Please confirm your acceptance of this award by signing and returning the attached document by [response due date]. We look forward to working with you and fostering a successful partnership.

Should you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you and congratulations!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]