

# Shipping Service Contract Award

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to inform you that your company has been awarded the contract for shipping services as per our recent request for proposal (RFP) dated [Insert RFP Date]. Your submission demonstrated an excellent understanding of our needs and your competitive pricing has made this decision easier.

The contract will commence on [Insert Start Date] and continue until [Insert End Date]. We look forward to collaborating with you to ensure timely and efficient delivery of shipments as agreed upon in the terms.

Please confirm your acceptance of this award by signing and returning a copy of this letter by [Insert Response Date]. If you have any questions or require further information, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, ZIP Code]