

Letter of Award

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bidder's Company Name]

[Bidder's Company Address]

[City, State, Zip Code]

Subject: Award of Shipping Contract

Dear [Bidder's Contact Name],

We are pleased to inform you that your bid submitted on [Insert Bid Submission Date] for the shipping contract concerning [Brief Description of the Shipping Contract] has been successful. After thorough evaluation, we have selected your company due to [mention key reasons for selection, e.g., competitive pricing, experience, etc.].

The details of the awarded contract are as follows:

- **Contract Value:** [Insert Contract Value]
- **Contract Duration:** [Insert Duration]
- **Start Date:** [Insert Start Date]
- **Scope of Work:** [Brief Description]

Please confirm your acceptance of this contract award by signing and returning the enclosed copy of this letter by [Insert Confirmation Deadline Date]. We look forward to a successful partnership and appreciate your dedication to excellence.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you, and congratulations on your successful bid!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: Copy of this letter for signature