

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Contract Award Confirmation

Dear [Recipient Name],

We are pleased to inform you that your proposal for [Project Name/Description] has been awarded. After thorough evaluation, we are confident that your company aligns with our vision and requirements.

The terms of the contract are as follows:

- **Contract Number:** [Contract Number]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Total Amount:** [Contract Amount]

We look forward to working closely with you on this project. Please sign and return a copy of this letter as an acknowledgment of your acceptance of this contract award.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Enclosure: Contract Agreement