

Contract Award Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We are pleased to inform you that your proposal for [Project/Service Name] has been selected for award. After careful consideration, we have decided to award a contract to your company.

Details of the Contract:

- Contract Number: [Insert Contract Number]
- Contract Amount: [Insert Contract Amount]
- Start Date: [Insert Start Date]
- Completion Date: [Insert Completion Date]

We appreciate the time and effort you invested in your proposal and look forward to a mutually beneficial relationship.

Please confirm your acceptance of this contract by signing and returning a copy of this letter by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]