

Notice of Award

Date: [Insert Date]

To: [Vendor's Name]

Address: [Vendor's Address]

Dear [Vendor's Name],

We are pleased to inform you that your bid for the procurement of [Description of Goods/Services] has been awarded. The details of the award are as follows:

- **Project Name:** [Project Name]
- **Award Amount:** [Award Amount]
- **Contract Period:** [Start Date] to [End Date]

Congratulations on your successful bid. We look forward to working with you on this project. Please confirm your acceptance of this award by signing and returning the enclosed copy of this letter by [Response Deadline].

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your participation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]