

Official Contract Award Affirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Company Address]

[City, State, ZIP Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Subject: Contract Award Affirmation

Dear [Recipient Name],

We are pleased to formally inform you that [Your Company/Organization] has awarded the contract for [Project Title/Description] to [Recipient Company]. This decision was made following a comprehensive evaluation of the proposals submitted, and we are confident that your expertise will contribute significantly to the success of this project.

Please find attached the official contract along with the terms and conditions for your review. We kindly request that you sign and return a copy of the contract by [Due Date].

We look forward to a successful collaboration on this project. Should you have any questions or require further clarifications, please do not hesitate to contact me directly.

Thank you and congratulations!

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]