

# Procurement Award Outcome

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are pleased to inform you that your proposal for [Project/Service Name] has been successfully evaluated and has been selected for award. We appreciate the time and effort you invested in your submission.

The award amount is [Insert Amount], and the contract duration is from [Start Date] to [End Date]. Please review the details in the attached document for further information regarding the terms and conditions.

We look forward to working with you and believe this partnership will be mutually beneficial. Please confirm your acceptance of this award by [Response Deadline].

Should you have any questions, feel free to contact us at [Contact Information].

Thank you once again for your proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]