

# Procurement Contract Award Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your proposal for [Project/Service Name] has been selected for award. After careful consideration and evaluation, your team has demonstrated the capability to fulfill the requirements set forth in the Request for Proposal (RFP) dated [Insert RFP Date].

The details of the awarded contract are as follows:

- Contract Amount: [Insert Amount]
- Contract Duration: [Insert Duration]
- Start Date: [Insert Start Date]
- Deliverables: [Insert Brief Description of Deliverables]

Please acknowledge this notification by signing and returning the attached contract within [Insert Timeframe]. We look forward to your cooperation in ensuring the successful execution of this project.

Should you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you, and congratulations on your successful bid!

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Contact Information]