

# Vendor Selection Notification

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that after a thorough evaluation of our vendor selection process for hardware procurement, your company has been selected as our preferred vendor. We appreciate the time and effort you dedicated in presenting your proposal.

Your competitive pricing, quality of hardware, and commitment to excellent service were key factors in our decision-making process. We believe that partnering with your organization will help us achieve our procurement goals effectively.

We would like to propose a meeting to discuss the terms of our partnership and finalize the procurement timeline. Please let us know your available dates for the meeting.

Thank you for your proposal and we look forward to working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]