

# Contract Award Declaration

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that [Your Company Name] has awarded you the contract for [Project/Service Name]. This decision follows a thorough evaluation process and is based on your competitive proposal submitted on [Submission Date].

The terms of the contract will include:

- Contract Duration: [Start Date] to [End Date]
- Total Contract Value: [Amount]
- Scope of Work: [Brief Description]

Please acknowledge receipt of this award declaration by signing and returning the enclosed copy. We look forward to working closely with you to ensure the successful execution of this contract.

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]