

Contract Outcome Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We would like to inform you about the outcome of the contract negotiations regarding [brief description of the contract]. After careful consideration, we have reached the following conclusion:

Outcome: [Accepted/Rejected/Counteroffer]

If accepted, we are pleased to proceed with the next steps outlined below:

1. [Step 1]
2. [Step 2]
3. [Step 3]

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]