

Public Procurement Award Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your proposal for [Project/Service Name] has been selected for award by [Your Organization's Name]. After a thorough evaluation process, your submission was found to meet all requirements and criteria outlined in the Request for Proposal (RFP) [RFP Number].

The details of the award are as follows:

- Project/Service: [Project/Service Name]
- Award Amount: [Amount]
- Contract Duration: [Duration]
- Start Date: [Start Date]

Please review the attached contract document for further details. We request you to confirm your acceptance of this award by signing and returning the contract by [Deadline Date].

We look forward to working with you on this project and value your contribution to our organization.

Thank you for your interest in collaborating with [Your Organization's Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]