*Sample Award Letter*

*Date*

*Supplier Name*

*Address*

Dear *xxxxxx*

**Reference:  Solicitation No.** *xxxxxxxxxxxxx*

I am pleased to advise you that *Supplier Name* has been identified as the preferred supplier for *contract/agreement – use wording used in your solicitation document* award based on the *proposal/submission/bid – use wording used in your solicitation document* it submitted in response to the above-noted solicitation.   The *contract/agreement* - *use wording used in your solicitation document* value is $*xxxxxx.*

I draw your attention to the following provisions: *include any provisions that you want highlighted.*

Thank you for your interest and participation in this solicitation process, and confirm that the award is subject to your company successfully entering into a *contract/agreement – use wording used in your solicitation document* with the Ministry.A draft *contract/agreement – use wording used in your solicitation document* for your perusal and signature will be provided to you by *insert date.*

I look forward to working with you.  If you have any questions regarding the *contract/agreement – use wording used in your solicitation document* or the performance of the Work, please do not hesitate to contact me.

Yours truly,

*Signature block*