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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

Dear [Name]**,**

**SUBJECT:** Notice of Award: [Notice]

[Name of Org] is pleased to advise that you are the selected proponent pursuant to the above-noted procurement process.

Enclosed please find three (3) copies of the Agreement for your signature. Please return all copies of the executed Agreement as well as the following documentation to the address set out above within fifteen (15) calendar days of receipt of this notice:

[List any additional documentation requirements or authorization forms]

Failure to provide these documents to [Name of Org]within the specified timeline may result in the rescission of your selection in accordance with the rules of this procurement process. Following execution of the Agreement by [Name of Org], one original signed copy will be returned to you for your records.

Please be advised that this notice of award letter should not be construed as permission from [Name of Org]to begin the work detailed in the Agreement. [Name of Org]will not be responsible or liable for any expenses related to the Deliverables, and the selected proponent is not to accept work requests prior to the execution of the Agreement by [Name of Org]. Work may begin pursuant to the Agreement when:

1. the Agreement signed by both parties is returned to the selected proponent, and
2. written permission is expressly given to the Supplier by [Name of Org]

Representative to begin work under the Agreement.

If you have any questions concerning this process, please contact [Contact’s Name]at [Contact’s Phone Number].

Sincerely,

**[Signature]**

**[Name]**