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

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

[Name of the company]
[Address]

Dear [Sir or Madam]

RE: [Name or description of the contract]

I hereby refer to the tender dated [Date] in respect to the above-underlined contract from the Council. In your cover letter of the tender submission, you stated that you would like to have an opportunity to discuss some points prior to enforcing them in the formal contract.

However, in my letter dated [Date], I had requested you submit them so that your tender could be fully evaluated. Subsequently, on the following day, you replied confirming to have included provision of [Amount] for kitchen supplies. The council completed the deliberation on all the tenders it had received. I am much pleased to let you know that your tender for the above-mentioned contract was accepted at a fixed sum of [Amount].

Additionally, there are some documents that you will be needed to sign in our offices within the next seven days. Your failure to attend will result in automatic cancellation.

Yours faithful

[Signature]

[Name of the company-awarding contract]