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

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

[Name of the company]  
[Address]

RE **[Description of the award]**

I am pleased to inform you that your offer has been accepted. However, it is pending receipt of the approved and executed contract from the owner, in furnishing all the materials, equipment, labor, and anything important to complete the job according to the specifications and plans. Kindly find here in copies of the subcontract agreement.

Your authorized officer, owner, or a partner should sign that agreement and send it back to us for execution. For the safety, purposes are advised that no work shall proceed until you provide the official certificate of insurance. Your insurer should send a copy to us by email.

Additionally, you are expected to adhere to time as indicated in the work permit. If there shall be a change in the scope of working, it should be done in writing.

We are looking forward to hearing and work with you.

Yours faithful

[Signature]

[Name on behalf of the company]