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

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

[Name of the company]  
[Address]

Dear [Name]

RE: [Describe the contract award tender and the number of the tender]

We received your tender dated [Date]  as you had amended. The final and best offer dated [Date] . Your tender met all the required provisions. I am much pleased to let you know that the [Name the awarding body or organization] has been pleased to award you the contract.

The award terms of the contract were expressed in the document of invitation to tender. Nevertheless, there are some documents, which will need your signature. You will also be required to present the original certificate of your company. Additionally, arrange with your insurer to provide us with a copy of your insurance.

We shall send you an invitation to a meeting to finalize on everything. Thereafter, you shall proceed to execute the contract according to the terms.

Thank you for the interest to tender.

Yours faithful

[Signature]

[Position in the company]