[DATE]

[V FIRST NAME] [V LAST NAME]

[VENDOR COMPANY NAME]

[V ADDRESS]

[V CITY], [V STATE] [V ZIP]

[V PHONE]

[V EMAIL]

Attention: [NAME]

**by email to: [email address]**

Dear Sir:

Reference: **[COMPANY NAME]**

**[SITE NAME]**

Subject: [**ITT No. TENDER REF #]**

**[TENDER DESCRIPTION]**

**[Notice of Award]**

[COMPANY NAME] hereby notifies [VENDOR NAME] that the Tender for [PROJECT DESCRIPTION] (as defined herein) received by [COMPANY NAME] on [DATE], as amended and clarified by [VENDOR NAME] on [DATES], has been accepted by [COMPANY NAME]. This Tender was in response to Invitation to Tender (“ITT”) No. [11111111-1111].

The Tender that has been accepted is for the [PROJECT DESCRIPTION] as follows:

* scope of work, as tendered by [Bidder] [$0,000,000]
* 50% performance bond [$00,000]

**Total price for the Service Agreement [$0,000,000(plus taxes)]**

The Service Agreement for the [PROJECT DESCRIPTION] has therefore been awarded to [VENDOR NAME] as described in the ITT documents, [VENDOR NAME]’s tender and subsequent clarifications/amendments, and you are authorized to proceed with the specific scope of work described above. [VENDOR NAME] is to complete the work at [COMPANY LOCATION, ADDRESS] within [PERIOD OR TIMELINE] months of the date of this Notice of Award.

The Service Agreement is currently being prepared to reflect this award and will be sent to you shortly in the amount of [**$0,000,000]**.

Please sign the acknowledgement below, scan it and return it by email to [YOUR EMAIL]

We look forward to working successfully with [VENDOR NAME] on this project.

Yours truly,

[COMPANY NAME]

[CONTACT NAME]

[TITLE]

cc

***Acknowledgement***

[BIDDER NAME] acknowledges the receipt of this Notice of Award that awards the Service Agreement for the **[PROJECT NAME]** to [VENDOR NAME] in the amount of [**$0,000,000]** (plus Taxes).

Signed Name (print)

Date