[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[SUPPLIER’S / VENDOR’S NAME]

[SUPPLIER’S / VENDOR’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Procurement Award**

Dear [Recipient’s Name],

We are pleased to inform you that [COMPANY NAME] has selected your organization for the procurement of [*product/service name, e.g., “office supplies,” “IT support services”*] as per your proposal submitted on [SUBMISSION DATE] in response to our [REQUEST FOR PROPOSAL/QUOTATION (RFP/RFQ)].

**Award Details**:

* Project/Procurement Name: [*Project name or description*]
* Contract Value: [AMOUNT OR RANGE, IF APPLICABLE]
* Duration: [*Contract duration or expected delivery timeline*]
* Scope of Work: [*Brief summary of the scope, if necessary*]
* Start Date: [DATE WORK IS EXPECTED TO COMMENCE]

We appreciate the time and effort your team dedicated to submitting your proposal and addressing our requirements. Your organization was selected based on [*criteria for selection, e.g., “competitive pricing, strong technical capabilities, and proven track record”*].

**Next Steps:**

* We will be in touch shortly to finalize the formal agreement and discuss project kickoff details.
* Please review the enclosed documents and return a signed copy by [DEADLINE] to confirm your acceptance of this award.

If you have any immediate questions, please contact [Name, Title] at [Email Address/Phone Number].

Congratulations on this award! We look forward to working closely with your team to ensure the success of this project.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]