[DATE]

Contact Name

Address

Address2

City, Province

Postal Code

**RE: INTENT TO AWARD [CONTRACT NAME] CONTRACT OR CONTRACT #: [NUMBER]**

Dear [CONTACT NAME],

In response to your [SPECIFY] proposal, we are pleased to inform you that your proposal has been carefully considered and your bid for this project, in the amount of [SPECIFY RAND AMOUNT], has been accepted. [COMPANY] intends to award the [SPECIFY] contract to [CONTRACTOR].

Having reviewed tenders from many high-quality contractors following our [SPECIFY NAME] request for proposal dated [DATE], we have concluded that [CONTRACTOR]’s proposed plan best matches the needs of [COMPANY].

Please find attached an Agreement and [SPECIFY ADDITIONAL DOCUMENTS]. Please read carefully, sign and return to us no later than [DATE].

We look forward to building a strong working relationship and doing business with [COMPANY].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]