NOTICE OF AWARD

*contact name* *insert date*

*vendor company name*

*address*

*city, state, postal code*

RE: Notice of Award SFA NAME

SOLICITATION NUMBER***,*** TITLE OF SOLICITATION

Dear Mr./Ms. CONTACT NAME:

Thank you for submitting your offer for SOLICITATION NUMBER***,*** TITLE OF SOLICITATION dated SOLICITATION DATE.

SFA NAME is pleased to inform you that you have been selected to receive the awarded contract as a result of SOLICITATION NUMBER***,*** TITLE OF SOLICITATION.

Enclosed, please find two (2) copies of the “Agreement” resulting from the solicitation for your signature. Please return all copies of the executed agreement as well as the following documentation to the address set out above within ten (10) calendar days of receipt of this notice:

* *list any additional documentation requirements or authorization forms*
* *list any additional documentation requirements or authorization forms*

Failure to provide these documents within the specified timeline may result in the rescission of your selection to be awarded the contract.

Please sign and return both copies of the agreements. One original signed copy will be returned to you for your records.

Please be advised that this notice of award letter should not be construed as permission from SFA NAME to begin the work detailed in the agreement. SFA NAME will not be responsible or liable for any expenses related to the deliverables, and the selected proponent is not to accept work requests prior to the execution of the agreement by SFA NAME. Work may begin pursuant to the agreement when:

1. the agreement signed by both parties is returned to SFA CONTACT PERSON, and
2. written permission is expressly given by a SFA NAME representative to begin work under the agreement.

If you have any questions concerning this process, please contact SFA CONTACT PERSONat CONTACT NUMBER AND/OR EMAIL.

Sincerely,

*Authorized Representative Name*

*Title*

*Email*

*Phone*