

REFERENCE

SUPPLIER ADDRESS

ORGANISATION ADDRESS

Eich cyf/Your Ref:

Ein cyf/Our Ref:

Dyddiad/Date:

Dear [redacted]

**CONTRACT FOR [redacted], CONTRACT NUMBER [redacted]**

I refer to your recent tender for the above contract.

I am pleased to inform you that your bid was the highest scoring bid, scoring as follows,:

<u>Criteria</u>	<u>Score</u>
a-----	-----
b-----	-----
c-----	-----
d-----	-----

and therefore your quote dated [redacted] *(and subsequent clarification letter/presentation) of [redacted]* was successful on this occasion. The Contract is awarded in accordance with the Invitation to Quote documentation and conditions of *Contract for (Services/Goods/Consultancy Services/Research Services choose one)* which are attached to my letter of *(insert date that ITQ was issued)*.

The contract shall commence on [redacted]

I shall be in contact shortly to confirm the operational and administrative arrangements of the contract.

May I take this opportunity to thank all those involved for the time and effort invested in the process.

Yours sincerely

*Name*  
*Job TitleDepartment*