# **Copy and place on your own Letterhead**

Type Name Type Date

Type Address

Type City and Province

Type Postal Code

ATTENTION: Enter Bidders Name

**RE: AWARD OF CONTRACT FOR** **ENTER RFP NUMBER AND TITLE**

This is to advise that a contract has been awarded to Enter successful company name, which submitted the Proposal determined to be most advantageous to the City in accordance with Request for Proposal No. Enter RFP No..

I would like to take this opportunity to thank you for your participation in this project.

Yours truly,

Enter Directors name

Director

cc: Director of Legal Services – **SPEC NOTE**: use Email address ONLY if required Legal-Purchasing@winnipeg.ca

 Manager of Purchasing - purchasing@winnipeg.ca

 Enter Contract Administrators name, Contract Administrator