

Award Letter to Successful Contractor

The Owners' Corporation of XYZ Building

Date:

To: Contractor

Tendering Result (For successful tenderer)

I refer to the tender submitted by your company for [description of the goods / services* required].

I am pleased to inform you that the Owners' Corporation has, after prudent consideration of your tender, decided to award the contract to your company. Please contact _____ [Name / post] of the Owners' Corporation at _____ to discuss the subsequent arrangements.

Signature: _____

Name: _____
Project Manager