

<h1>RFQPro.com</h1>	RFQ14
	Sample Award Letter

[OWNER LOGO OR LETTERHEAD]

[MONTH] [DAY], [YEAR]

[VENDOR FIRST NAME] [VENDOR LAST NAME]
[VENDOR COMPANY NAME]
[VENDOR ADDRESS]
[VENDOR CITY], [VENDOR STATE] [VENDOR ZIP]

Dear Vendor:

RE: [QUOTE #]

In reference to the subject quotation, we would like to inform you that your company was the successful bidder. If this expenditure is approved, a Purchase Order will be issued to your company. Please **do not** proceed until you have received this confirmation.

We reserve the right to cancel this request, without recourse, in the event that this expenditure is not approved or if circumstances or specifications are changed.

Thank you for submitting a quotation to our tender.

Yours Truly,
[OWNER COMPANY NAME]

[OWNER SIGNATURE]
[OWNER TITLE]