**(Update highlighted parts and then remove highlight)**

Our Ref:

Your Ref:

Enquiries:

Telephone:

Email:

Date

Mr/Ms/Mrs Initial Surname

Title

Name of organisation

Street Address

SUBURB STATE Postcode

Dear Mr/Ms/Mrs Surname

RE: INVITATION FOR – (NAME AND NUMBER)

I am pleased to advise that your offer for procurement description has been selected, subject to contract finalisation.

A contract as agreed during the invitation process is being prepared for your signature.

If you require further information or have any questions, please contact (name and contact details of Contact Person).

If you accessed this supply opportunity via the SA Tenders and Contracts website, in addition to any direct feedback you wish to provide, you can also provide anonymous feedback using the survey tool on the website. You will need to include the tender code, tender title and issuing agency detail located on the website. Go to: <https://www.tenders.sa.gov.au/tenders/index.do>

Yours sincerely

Insert name

INSERT TITLE

INSERT BRANCH/BUSINESS UNIT

INSERT PUBLIC AUTHORITY