[Date]

[Respondent’s Name]

[PO Box or Street Address]

[Town/ City]

[Postcode]

(The **Respondent**)

**Attention:** [Respondent's Contact Person]

**RE:** [Procurement Title (and reference # if available)]<<click and select RFx document description from dropdown>>

**Dear** [Contact Person’s First Name]**,**

Please be advised that your <<click and select description from dropdown>> to the above request has been successful.

<<Click and select the outcome from dropdown>>

*Use below text if outcome is* ***selected as preferred****. Otherwise, please delete.*

We will contact you shortly with a view to completing contract negotiations, including:

* clarifying the expectations of both parties
* agreeing the terms and conditions of the contract, and
* confirming next steps.

*Use below text if outcome is* ***shortlisted for RFT/RFP****. Otherwise, please delete.*

We will soon notify you about the next steps via the Government Electronic Tender Service (GETS) or email.

Please note that this letter or <<click and select one from dropdown>> does not create a legally binding agreement between parties. Legal obligations will only be created once a formal written contract has been signed by both parties and has come into effect in accordance with its terms.

Should you have questions or concerns regarding this procurement process, please get in touch with me via email.

**Sincerely,**

[Name of Sender]

Procurement Officer

[Email Address of the Sender]