

Sample Letter of Award

From,
9086 Briarwood St.
Loganville, GA 30052

Date: 25th November, 2003

To,
Gail Tints Pvt. Ltd
46, Casco Road, Ohio, USA

Dear Sir/ Ma'am,

We are very pleased to inform you that your company has been selected for the above-said tender for the organization of the event [Annual council on Environment and Climate Change] on 30th May 2003.

On the basis of the work you presented and depending upon the history of your company's standard, we are selecting your company to organize this high repute event where many big delegates from across the world are going to be present.

We are so sure that your work will impress us and make this event a huge success. Trust is being placed on the strong shoulders of Gail Tints. For this purpose, if you accept our proposal which is also attached with the award letter, kindly revert back to us as soon as possible. A thorough meeting will be finalized once you provide us with the confirmation.

Thanking You.

Signature & Date
University of Shanghai

