[DATE]

[NAME]

[CORRECT LEGAL NAME OF SUPPLIER]

[ADDRESS]

[CITY] [STATE] [POST CODE]

Email: [EMAIL ADDRESS (IF SENDING BY EMAIL)]

‍

**[INSERT CONTRACT NAME]**

**CONTRACT NO. [INSERT CONTRACT NUMBER]**

NOTICE OF PREFERRED TENDERER

[COUNCIL NAME] refers to your tender dated [DATE] and confirms that you have been selected as the preferred tenderer for [DESCRIBE WORKS, GOODS OR SERVICES].

Please note that this notice does not constitute an acceptance of your tender or an offer by Council to enter into a contract with you or evidence that your tender has been successful.

Council **encloses** for your review only a form of contract which it intends to be executed by both parties if your tender is successful. Please review the contract and provide your comments (if any) by [DATE].

Council also **encloses** the following policies, procedures and guidelines which are applicable to the Contract:

* 1. [LIST]; and
  2. [LIST].

Please contact [NAME] on [INSERT CONTACT DETAILS] if you have any questions or concerns.

Yours faithfully,

[INSERT NAME]

[INSERT TITLE]