[DATE]

[NAME]

[CORRECT LEGAL NAME OF CONTRACTOR]

[ADDRESS]

[CITY] [STATE] [POST CODE]

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

[INSERT CONTRACT NAME]

CONTRACT NO. [INSERT CONTRACT NUMBER]

NOTICE OF SUCCESSFUL EXPRESSION OF INTEREST

[COUNCIL NAME] (‘Council’) refers to your expression of interest dated [DATE] and is pleased to inform you that you have been shortlisted.

Council intends to invite you to submit a tender in due course.

Please note that:

* + - 1. you must not submit a tender unless and until Council expressly invites you to do so in writing; and
      2. Council will not provide feedback in relation to individual expressions of interest until after the request for tender process is finalised.

In the meantime, all enquiries should be directed to [NAME] on [INSERT CONTACT DETAILS].

Yours faithfully,

[INSERT NAME]

[INSERT TITLE]