
Sample Letter to Selected Firm

(Please read thoroughly and edit text appropriately.)
Print on Grantee's Letterhead

TO: FIRM SELECTED FOR PROJECT
FROM: GRANTEE
PROJECT: PROJECT NAME
RE: SELECTION RESULTS

On behalf of the _____ selection committee I want to thank you and your team members for your efforts in presenting your qualifications for our project. You did a very good job.

The selection committee has chosen your firm to complete our _____ project. Congratulations! Please contact me at your earliest convenience so that we can finalize the contract for your services. You may either call me at _____ or send an email reply to _____

We look forward to working with you..

Sincerely,

Chief Elected Official or Grant Administrator