

Bid Award

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [successful bidder]

It is our pleasure to award you the purchase order on the items you bid to us on _____, 20____. A copy of your bid and of our purchase order # _____ for items specified is attached. Please note quantities, specifications, prices, ship dates and FOB point as outlined on the purchase order, and notify us of any discrepancies or questions by _____, 20 ____.

We look forward to doing business with you.

Sincerely,

H.M. Smith