(SAMPLE BID ACCEPTANCE LETTER)

(NOTICE SHOULD BE MAILED TO THE VENDOR NO LATER THAN

DECEMBER 12, 2023)

(VENDOR NAME)

(VENDOR ADDRESS)

Re: SHACOG Purchasing Alliance

Bid for (COMMODITY)

Dear :

Please be advised that the (MUNICIPALITY) has accepted your low bid for (COMMODITY) as submitted to the SHACOG Purchasing Alliance for its bid opening on September 28, 2023. This letter does not constitute an order but merely notice of acceptance of your bid. Orders will be placed as needed in the future.

Should you have any questions or require additional information, please do not hesitate to contact this office.

Sincerely,