( S A M P L E )

(NOTICE SHOULD BE MAILED TO VENDOR BY FRIDAY, MAY 17, 2024)

( VENDOR NAME )

( VENDOR ADDRESS )

Re: Bid for (COMMODITY)

Gentlemen:

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

March 7, 2024. 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,