

**SAMPLE NOTICE OF AWARD LETTER**

**Representatives Name**  
**Company Name**  
**Company Address**

**Re: Project Name**  
**Project Number**  
**Notice Of Aware**

Dear Mr. **Insert Name**:

Attached is the Notice of Award for the above referenced project. Submit the contract documents within the noted times. A Preconstruction conference will be scheduled with issuance of the Notice to Proceed when contract formalities are completed.

Thank you and if you have any questions please do not hesitate to contact me.

Sincerely,

**Insert Name**

CC: