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| **Name and address of the contracting authority:** xxxxx  **Title of the tender:** xxxxxxxx  **Reference number:** xxxxxxxxx  **Date: dd/mm/yyyy** |

Notification Letter

Name & address of the entity

Dear Sir/Madam,

The above contract will be awarded to you, for the amount mentioned in your tender and on the basis of the conditions stipulated in the tender dossier. The contract value is <EUR/National currency><amount>.

The contract will be sent to you for signature.

Implementation of the tasks may not start before the contract is signed by both parties.

< Add any special instructions as appropriate>

Yours sincerely,

< Name >

< Signature>