

Company Logo

November 10, 2006

Company Name

(insert address)

Dear Bidder:

RE: TENDER Q-2000

In reference to the subject quotation, we would like to inform you that your company was the successful bidder. If this expenditure is approved, a Purchase Order will be issued to your company. Please **do not** proceed until you have received this confirmation.

We reserve the right to cancel this request, without recourse, in the event that this expenditure is not approved or if circumstances or specifications are changed.

Thank you for submitting a quotation to our tender.

Yours truly,

BUYER'S COMPANY NAME (capital letters)

Your Name

Title