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**Sample Letter to Selected Firm**

(Please read thoroughly and edit text appropriately.)  
Print on Grantee's Letterhead

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**TO:** FIRM SELECTED FOR PROJECT  
**FROM:** GRANTEE  
**PROJECT:** PROJECT NAME  
**RE:** SELECTION RESULTS

On behalf of the \_\_\_\_\_ selection committee I want to thank you and your team members for your efforts in presenting your qualifications for our project. You did a very good job.

The selection committee has chosen your firm to complete our \_\_\_\_\_ project. Congratulations! Please contact me at your earliest convenience so that we can finalize the contract for your services. You may either call me at \_\_\_\_\_ or send an email reply to \_\_\_\_\_

We look forward to working with you..

Sincerely,

Chief Elected Official or Grant Administrator