**AWARD LETTER – SUPPLY**

Name of Company

ATTN:

Street Address

City, State, Zip

Subject:  ***[Insert contract number, project description]***

Date: ***[Insert date]***

Dear ***[Insert name]***,

Your response to our Screening Information Request (SIR) Number ***[Insert SIR number]****,*for the project stated above, has been accepted by the Federal Aviation Administration (FAA). Contract Number ***[Insert contract*** ***number]****,* in the amount of $ ***[Insert amount]***,has been awarded to ***[Insert company name]***. A fully executed copy of the contract is enclosed.

***[Use the paragraph below when submittals are involved].***

All submittals required for this project shall be submitted electronically and provided within fifteen (15) calendar days after award, unless otherwise specified in the contract. You are required to forward all shop drawings by electronic mail (email) to ***[Insert the Engineer’s contact information, to include: name, office, phone number, and email address].***

Delivery must be accomplished in accordance with the contract documents.

If you have any questions, please contact the Contracting Officer at ***[contracting.officer@faa.gov]***or ***[Insert phone number]****.*

Sincerely,

***[Insert CO’s Name]***

Contracting Officer

***[Insert Office Name/Code (e.g., AAQ)]***

***[Insert Office Address]***

Number of Enclosures: 0

cc: