Date

Principle, Title  
Company Name  
Address  
City, State, Zip

Contract Number:  
Project Title:

Dear:

This will advise that the contract for the above referenced project has been awarded to your firm at the bid price of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The contract will be forwarded at a later date. The contract must be signed and returned in accordance with the mailing instructions furnished with the contract documents. Please return within 20 calendar days after the date of award.

Sincerely,

Local Agency

cc: Region Local Programs Engineer