# Notice of Intent to Award Commissioning Services

DATE:

TO: ***[Consultant Firm Name and Address]***

ATTN: ***[Individual Name]***

Re: Commissioning Services ***[Project Title]***

Dear ***[Consultant Contact]:***

Your proposal dated ***[Insert Date]*** for the above project has been considered and you were selected as the successful offeror. You are hereby notified that ***[Owner]*** intends to award you the contract for the referenced project, for the total cost of: ***[Dollar Amount in Words] ($xxx,xxx.xx).***

This Notice of Intent to Award should not be considered as a binding commitment by ***[Owner].*** No such commitment may occur until a formal agreement has been signed by both parties. We will forward a formal contract agreement for your review.

We appreciate your interest and cooperation in responding to the needs of ***[Owner].***

Very truly yours,

Cc: