

Sample Notification of Award of Contract

The Owners' Corporation of XXX Building

Date :

To: Owners / Occupants

Award of Supply of Goods / Services* Contract

A tender exercise has been held recently for *[description of the goods / services to be provided]* for our building. After careful consideration by the Management Committee / Owners' Meeting*, it was resolved that the contract would be awarded to *[Name of the Company]*, for the following reason(s):

Stamp and Signature: _____

Name: _____

Chairman of
Management Committee of the Owners' Corporation

(*Delete as appropriate)