April 12, 2016

«FirstName» «LastName»

«JobTitle»

«Company»

«Address»

«City», «State» «PostalZip»

**RE:** Interview Results for the Proposed (name of project) Project.

Dear «Prefix» «LastName»:

Thank you very much for your oral presentation. The time and effort your company and staff expended to respond to our selection process is sincerely appreciated. The Selection Committee has completed analysis of the responding firms and we are happy to inform you that your firm has been selected.

The Transportation Department will be contacting «Company» to initiate contract negotiations. In the event that we are unsuccessful in coming to terms, the Transportation Department will initiate negotiations with the next ranked firm.

Congratulations on your selection and I look forward to working with you and your firm.

Very truly yours,

(Name of Contract Administrator)

(Title of Contract Administrator)