**[Insert School logo or masthead]**

**[Insert Company Contact Name]**

**[Insert Address 1]**

**[Insert Address 2]**

**[Insert Address 3]**

**[Insert Address 4]**

**[Insert intended Date of issue]**

**Re: Call for Tenders for the Provision of a contract for the supply of Primary Schoolbooks to [Insert School name]**

Dear **[Insert Company Contact Name]**

I am pleased to inform you that your quotation proposal was the lowest cost proposal received, and consequently and without prejudice, is considered the preferred option. I can confirm that, in this regard, the school will be in touch with you in due course.

Please note that this letter does not purport to create binding legal relations and no legitimate expectation shall arise therefrom.

Yours sincerely,

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Management of

**[Insert School Name]**