Ref:

|  |
| --- |
| Name Surname Position Organisation Address SUBURB STATE Postcode |

Dear [Insert name]

### [RFx # - RFx Name]

NSW Procurement on behalf of the Department of Finance, Services and Innovation is pleased to inform that we will accept your offer under Request for [Proposal/Quotation/Tender] [insert RFx number] for [insert RFx name].

Acceptance of your offer is conditional upon execution of the attached contract. This contract will not be subject to further negotiation or amendment.

The contract will be concluded when it is duly executed by the parties to the agreement. Please be advised that the non-execution of the Contract within [Number] working days will result in the acceptance of your offer being withdrawn.

Should you require any further information, please contact me on telephone 02 [XXXX XXXX] or email [XXXX.XXXX]@finance.nsw.gov.au.

Yours sincerely

Name Surname  
Title, Business Unit