# Letter of Selection –Expression of Interest

## User guidance

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to Tools/ Options then click on the View tab, tick the Highlight check box and click the OK button.

Refer also to the guide notes provided at the end of this Sample letters

## Sample text for letter to the successful applicant

|  |
| --- |
| » insert the date  The Manager, » insert the name of the Applicant ABN » insert the Applicant’s ABN » insert the Applicant’s address  **» insert the Expression of Interest name EOI No. » insert the EOI No.**  The Principal advise that your application dated » insert the date of the application for the above Expression of Interest has been successful.  It is anticipated that your firm will be invited to submit a tender within the » insert the anticipated number of weeks,  If you have any further queries please contact » insert contact person , on » insert contact person’s phone number.  Yours faithfully,  » insert the name of the person issuing the letter » insert the person’s position title, if relevant **for the Principal** |