Date: - {LETTER DATE}

To,

M/s. {VENDOR NAME}

{VENDOR ADDRESS}

**SUB: Appointment of New {CATEGORY} Agency**

Dear Sir,

We hereby please to appoint you for {CATEGORY} Services at our **“{SOCETY NAME} C.H.S.L”** in {SOCIETY ADDRESS} and the discussions the committee comprising Hon Chairman / Secretary had with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {Operation Manager}. We wish to inform you that the management of the premises has decided to award to you the contract for providing {NO. OF MANPOWER} Security Guard/ Housekeeping/Gardener for \_\_\_\_\_\_\_ Hrs. to our premises w.e.f. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** at Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- Per month for a period of 1 year.

We wish them all the best wishes in their future endeavors.

Thanking You,

Yours Faithfully,

{SOCIETY NAME}

Chairman / Secretary