Contract Procedures Manual (SM021) Part A – Appendix XXI(B)

Notice to specific tenderers

**Reference:**

Date

Name

Company

Postal address 1

Postal address 2

Postal address 3

Dear Sir/Madam

**Contract number (contract number)**

**Contract description:**

**Notice to specific tenderer number:**

Please acknowledge receipt of this notice within 24 hours and with your tender.

Yours sincerely

**Tender Secretary**

for <appropriate> Manager