Date:

To: [Recipient Name]

ABC Enterprises would like to assign you the job of interior decoration for its new hotel opening next year. Your ideas have been appreciated and approved. The company has also accepted your total bid for the project. The management authorizes you to begin your work from the coming Monday. Your deadline is February 2020, two months before the official opening of the hotel.

A formal contract stating all our conditions as well as expectations has been enclosed with the letter. You are requested to go through the document carefully. If you agree, please sign the contract and inform the company by this Thursday.

You may contact our Senior Project Manager at (phone number) in case of any queries. We look forward to working with you.

Sincerely,

**[Write Complete Name Here]**

[Contact]