

Date:

Subject: New Kitchen Project Bid Award

Curtis Restaurant Supply & Equipment Company has been selected as the kitchen equipment supplier for our new kitchen project. Curtis Restaurant Supply & Equipment Company was not the lowest bidder; however, they have provided the lowest and best bid when all factors are considered.

Curtis Restaurant Supply & Equipment Company is an Oklahoma-owned and operated company, and has been in business since 1946. They employ taxpaying Oklahomans and subcontract to other Oklahoma-based companies. This project receives X % of its funding from the State of Oklahoma. The State receives its funding from Oklahoma citizens' income taxes and sales taxes; as such, it is in the public's best interest to patronize Oklahoma Companies.

Additionally, Curtis Restaurant Supply & Equipment Company is a well-respected company, and has a good reputation with the State, as evidenced by the number of projects they construct each year.

For these reasons, we have selected Curtis Restaurant Supply & Equipment Company as our supplier.

Sincerely,

Your Name