This correspondence to be on Council/Member letterhead

(Insert date here)

Supplier Name

Contact name

Supplier Address details

Dear (insert contact name here),

**RE: Procurement Australia Contract 2206-0221 – Fleet Services & Consumables**

I am writing to you in relation to the abovementioned Procurement Australia contract.

Please use this correspondence as confirmation of Council’s/Member’s decision to utilise this contract effective from (insert selected date here). As such Council/Member wishes to access the Procurement Australia product/service offering, applicable pricing and terms and conditions consistent with this contract for the duration of the contract term or until Council/Member advises you to the contrary in writing.

I confirm I have the authority within this Council/Member to effect this decision.

Yours sincerely,

**Author’s name**

Author’s title

cc. Matthew Denner at MDenner@paltd.com.au and your Procurement Australia Relationship Manager