**This correspondence to be on Council/ Member letterhead**

30 September 2020

Supplier Name

Contact name

Supplier Address details

Dear (insert contact name here),

**RE: Procurement Australia Contract - 2302/1402 – Tree Pruning and Associated Services**

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

Please use this correspondence as confirmation of Council’s/ Member’s decision to utilise this contract effective from (insert effective 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. Grant Heale at gheale@paltd.com.au and your Procurement Australia Relationship Manager