This correspondence to be on Member’s letterhead

Insert date here

Name of supplier

Supplier contact name

Address line one

Address line two

Dear contact name,

**RE: Procurement Australia Contract – 2206-0108 - Retail Fuel (Fuel Card Solutions)**

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

Please use this correspondence as confirmation of Member’s name’s decision to utilise this contract effective from insert selected date here. As such, Member’s name 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 Member’s name advises you to the contrary in writing.

I confirm I have the authority within this organization to effect this decision.

Yours sincerely,

**Authority’s name**

Authority’s title

Please copy in Procurement Australia Relationship Manager and Procurement Specialist (Bowen Wu bwu@paltd.com.au) respectively.