

Memo to Firms

After Interview

To: *(All firms interviewed – in alphabetical order)*

From: *(Owner, Contact Person, Address, Project)*

Re: Status of the Selection Process

The Selection process for professional services for the above named project has been completed.

Our objective has been to select the most qualified firm to perform this service. The *(committee or board)* has chosen *(Firm #1 name)* as the best-qualified firm to assist us in this project.

We have now entered into contract negotiations with *(Firm #1 name)*. The *(committee or board)* expresses their appreciation for you interest, time and effort spent on our behalf.