



**UNIVERSITY OF
CAMBRIDGE**

EMAIL TO: audrey.leyland@cisl.cam.ac.uk

To:
Audrey Leyland
University of Cambridge Institute for
Sustainability Leadership

From:
(enter your company details)

Date: (enter date)

Invitation to Tender (ITT) - Suppliers Letter of Acknowledgement - Contract No UCAM CISL/005

1. We acknowledge receipt of your Invitation to Tender package
- 2* We have read the Invitation to Tender and confirm it is our intention to tender in accordance with the specified requirements by the tender due date. The person dealing with the tender is:

Name:	Tel No:	Email:
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Or

- 3* We have read the Invitation to Tender and we will not be submitting a tender because:

*delete as applicable

Yours sincerely

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Name (print)