

Business Letter with Enclosure Sample for Tender Submission

This document provides a comprehensive **business letter with enclosure sample** designed for tender submission, showcasing the proper format and essential elements required to accompany tender documents. It highlights key components such as the introduction of the company, reference to the tender, a summary of enclosed documents, and a formal closing that ensures clarity and professionalism. This sample serves as an effective guide to support businesses in preparing formal communications that meet industry standards and facilitate successful tender applications.

[Your Company Letterhead]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

To:

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address Line 1]

[Organization Address Line 2]

[City, State, ZIP Code]

Subject: Submission of Tender Documents “ [Tender Reference No. or Title]

Dear [Recipient Name],

We, [Your Company Name], are pleased to submit our tender in response to the above-mentioned invitation. Please find attached the required documents for your review and consideration according to the terms and conditions outlined in your tender notice dated [Tender Notice Date].

Enclosed Documents:

1. Duly completed and signed Tender Form
2. Company Profile
3. Technical Proposal
4. Financial Proposal
5. Relevant Certificates and Licenses
6. Other Supporting Documents as specified in the tender

We trust that you will find our submission complete and in accordance with the tender requirements. Should you require any further information or clarification, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for the opportunity to participate in this tender process. We look forward to your favorable response.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Enclosure: As stated above