

ABC Corporation
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Metropolis, NY 10001
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Email: info@abccorp.com

June 15, 2024

Ms. Jane Smith
Purchasing Manager
XYZ Enterprises
789 Commerce Ave.
Gotham, NY 10018

Subject: Submission of Bidding Documents and Supporting Materials

Dear Ms. Smith,

Thank you for the opportunity to participate in XYZ Enterprises' procurement process. Attached to this letter, please find our formal bid proposal along with the required supporting documents for your review.

The enclosed materials are as follows:

- Bid Proposal Form
- Company Profile & Credentials
- Product Specifications Sheet
- Client References List

These documents provide detailed information on our products, experience, and references as per the requirements outlined in your Request for Proposal.

Should you require any additional documentation or have questions regarding our submission, please do not hesitate to contact me directly.

Thank you for considering our application. We look forward to the possibility of working together.

Sincerely,

John Doe
Sales Director
ABC Corporation

Enclosures:

- Bid Proposal Form
- Company Profile & Credentials
- Product Specifications Sheet
- Client References List