

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for Participation in [Project Name] Tender

I am writing to express our intent to participate in the tender for the [Project Name]. We believe our experience and capabilities align well with the objectives of this project.

We are particularly drawn to this project due to [insert a brief explanation of your interest and qualifications]. Our team is committed to delivering high-quality results and innovative solutions.

We look forward to the opportunity to submit our proposal and hopefully collaborate on this important initiative. Please do not hesitate to reach out if you require any additional information.

Thank you for considering our intent to participate.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]