

Offer Letter

Date: [Insert Date]

To,

[Name of the Government Official]

[Title]

[Government Department/Agency]

[Address]

Subject: Offer for [Project/Contract Name]

Dear [Name of the Recipient],

We are pleased to submit our offer for the [Project/Contract Name] as per the invitation for bids issued on [Date of Bid Invitation]. We believe our experience and capabilities align with the requirements outlined in the bid.

Bid Details:

- **Company Name:** [Your Company Name]
- **Contact Person:** [Your Contact Person]
- **Contact Number:** [Your Contact Number]
- **Email:** [Your Email Address]
- **Bid Amount:** [\$ Amount]

We affirm our compliance with the specifications and look forward to the opportunity to work with [Government Department/Agency] on this project. We encourage you to reach out for any further information or clarification regarding our offer.

Thank you for considering our proposal. We hope for a favorable response.

Yours sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Phone Number]

[Email Address]