

Official Bid Submission Letter

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Bid Submission for [Project Name/Contract Number]

Dear [Recipient Name],

I am writing to formally submit our bid for the [Project Name/Contract Number] as outlined in the request for proposals issued on [Date of RFP]. We are excited about the opportunity to work with [Government Agency Name] and are confident in our ability to deliver exceptional results.

Enclosed with this letter, you will find our detailed proposal, including our project plan, timeline, and pricing. We trust that our qualifications and experience make us a strong candidate for this project.

If you have any questions or require further clarification regarding our submission, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Thank you for considering our bid. We look forward to the opportunity to collaborate with [Government Agency Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company]