

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Shared Tender Submission for [Project Name or Number]

Dear [Recipient Name],

We are pleased to submit our shared tender submission for [Project Name or Number]. This collaborative effort between [Your Company Name] and [Partner Company Name] aims to provide [brief description of the project or service being bid on].

Enclosed with this letter, you will find the necessary documents as outlined in the tender requirements, including:

- Completed Tender Form
- Company Profiles
- Technical Proposal
- Financial Proposal
- References

We believe that our combined expertise and resources will lead to the successful execution of this project. We are excited about the opportunity to work with [Recipient Company Name] and are committed to delivering outstanding results.

Please do not hesitate to reach out if you have any questions or require further information.

Thank you for considering our submission.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]