

Letter of Tender Submission

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Government Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission of Tender for Consulting Services - [Tender Reference Number]

We are pleased to submit our tender proposal for providing consulting services in response to your Request for Proposal (RFP) dated [insert RFP date]. Our company, [Your Company Name], specializes in [briefly describe your services/expertise], and we are committed to delivering high-quality outcomes.

Enclosed with this letter, you will find the following documents:

- Technical Proposal
- Financial Proposal
- Company Profile
- References
- Any other relevant documents

We believe that our experience and skill set make us a suitable candidate for this project. We look forward to the opportunity to work with [Government Department Name] and contribute to [specific goal of the project, if applicable].

Thank you for considering our submission. We are eager to discuss our proposal further and are available for any questions or clarifications.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]