

Letter of Submission for Tender

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,
[Recipient's Name]
[Recipient's Title]
[Government Department/Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Submission of Tender for Maintenance Contracts - [Contract Reference Number]

Dear [Recipient's Name],

We are pleased to submit our tender for the maintenance contracts as outlined in [Tender Document Title/Reference Number]. Our company, [Your Company Name], has extensive experience in providing maintenance services and we are confident in our ability to meet the specifications outlined in your tender.

Enclosed with this letter, please find the following documents for your review:

- Completed Tender Form
- Company Profile
- Relevant Certifications
- Proposed Maintenance Plan
- Cost Proposal

We appreciate the opportunity to participate in this tender and look forward to the possibility of working together. If you require any further information or clarification, please do not hesitate to contact us.

Thank you for considering our submission.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]