

# Letter of Tender Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Government Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Submission of Tender for Supply of Goods - [Tender Number]

We are pleased to submit our tender in response to [Tender Description] as per the details outlined in your Request for Tender (RFT) dated [Insert RFT Date]. We have reviewed the requirements and are confident that our proposal meets your needs and expectations.

Attached to this letter, you will find our completed tender documents, including:

- Technical Proposal
- Financial Proposal
- Company Profile
- References
- Any additional documents as requested

We would like to highlight the following key strengths of our proposal:

- [Highlight Strength 1]
- [Highlight Strength 2]
- [Highlight Strength 3]

We appreciate this opportunity and are enthusiastic about the possibility of working with [Government Department Name]. Should you require any further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering our submission. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]