

Follow-Up on Tender Award Decision

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent proposal submitted for [Project Name or Tender Number] on [Submission Date]. We are eager to understand the status of the tender award decision.

As we are very interested in working with [Recipient's Company], we would appreciate any update you could provide regarding the timeline for the award decision and any additional information you might require from our side.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]