

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent request for the tender documentation related to [specific project or tender name] sent on [date of original request]. As the submission deadline approaches, we want to ensure that we have all the necessary information to proceed.

If you could provide us with an update on the status of our request, or if there are any additional steps we need to take, it would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]