

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Follow-Up on Tender Evaluation Results

I hope this message finds you well. I am writing to follow up on the evaluation results of the tender we submitted for [Project Name] on [Submission Date].

We understand the importance of this selection process and are eager to know the outcome as we are keen to collaborate on this project. If there are any additional documents or information required from our side to facilitate your evaluation, please do not hesitate to reach out.

Thank you for your time and consideration. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]