

[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 tender response submitted on [Submission Date] for [Tender Name/Number]. We would like to confirm if our submission has been received and if there is any additional information you may require from us.

We appreciate the opportunity to participate in this tender process and are eager to contribute to [Recipient's Company or Project Name]. Please let us know if there are any updates or if we can assist in clarifying any aspects of our proposal.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]