

[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 the tender review process for [Project/Tender Name], which was submitted on [Submission Date]. We are eager to learn about the current status of our proposal and any feedback you may have.

Understanding the decision timeline will greatly assist us in our preparations and planning. If there are any additional documents or information required from our side, please let us know.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]