

[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]

Subject: Follow-Up on Tender Submission Clarification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent submission of the tender for [Project Name/Description] dated [Submission Date]. We would like to inquire if you require any further information or clarification regarding our proposal.

We appreciate the opportunity to participate in this tender process and are eager to provide any additional details that may assist in your evaluation.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]