

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the tender submission we provided on [Submission Date] for [Project Name]. We are eager to know about the status of our proposal and any potential next steps in your decision-making process.

We remain enthusiastic about the opportunity to collaborate with [Recipient Company] and are keen to contribute to the success of the [Project Name]. If you require any additional information or clarification regarding our submission, please do not hesitate to reach out.

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]