

Bid Submission Cover Letter

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Government Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Bid Submission for [Project Name/Description]

I am writing to submit our bid for the [Project Name/Description] as outlined in your recent solicitation [Solicitation Number]. We have carefully reviewed the requirements and are excited about the opportunity to contribute to this project.

Our bid includes [Brief description of what your bid entails, e.g., services offered, project timeline, costs, etc.]. We believe that our experience in [Your Company's Area of Expertise] and our commitment to quality and innovation makes us a strong candidate for this project.

Please find enclosed our completed bid documents, which include [list of enclosed documents]. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering our bid. We look forward to the possibility of working together and contributing to the success of [Government Agency Name].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]