

Tender Proposal Submission for Maintenance Services

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our proposal for maintenance services in response to your tender invitation [Tender Reference Number/Title]. We have carefully reviewed the requirements and are confident that our experience and expertise will meet your expectations.

Our proposal includes the following key points:

- Description of Services Offered
- Proposed Pricing Structure
- Timeframe for Service Execution
- Contact Information for Further Communication

We are committed to providing high-quality maintenance services and ensuring that your facilities are well-maintained and operationally efficient. Attached with this letter, please find our detailed proposal for your review.

Thank you for considering our submission. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]