

Letter of Submission for Courier Service Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit our proposal for the courier services contract as requested. We believe that our extensive experience and commitment to quality service make us an ideal partner for your needs.

Enclosed with this letter, you will find our detailed proposal outlining our service offerings, pricing structure, and the advantages of choosing [Your Company Name]. We are committed to providing timely and reliable delivery options tailored to your requirements.

We appreciate the opportunity to compete for this contract and look forward to the possibility of working together. Please feel free to reach out if you have any questions or require further information.

Thank you for considering our submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]