

Tender Proposal Review

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that we have completed our review of your tender proposal submitted on [Insert Submission Date] for [Project Name]. We appreciate the effort and detail you provided in your proposal.

After careful consideration, we would like to discuss the following points:

- Strengths of the proposal
- Areas for improvement
- Clarifications needed regarding certain sections

We would like to schedule a meeting to discuss these points and any questions you may have. Please let us know your available dates and times in the coming week.

Thank you for your participation in this process. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]