

Letter of Bidding Offer

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Government Department/Agency Name]
[Department Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Bid Submission for [Project Name/Reference Number]

We are pleased to submit our proposal for the [Project Name] as part of your recent Request for Proposals (RFP) dated [RFP Date]. We have thoroughly reviewed the project requirements and we are confident in our ability to provide the necessary services with quality and efficiency.

Our offer includes:

- Detailed project plan
- Timeline for completion
- Budget estimation
- Relevant experience and qualifications

We believe that our expertise in [Your Area of Expertise] aligns perfectly with the goals of [Government Department/Agency Name] and we are excited about the opportunity to contribute to this project.

Attached to this letter you will find all required documents as outlined in the RFP. We look forward to the possibility of collaborating with you on this project.

Thank you for considering our proposal. We are happy to provide any further information you may require.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]