

Letter of Intent to Bid

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Public Procurement Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally express our intent to bid for the [Project Name or Contract Title] as advertised by [Public Procurement Office Name] in [Publication/Website where the bid was announced] on [Date of Announcement].

At [Your Company Name], we believe that our experience and expertise in [brief description of relevant experience/qualifications] uniquely position us to deliver exceptional value and results for this project.

We are currently reviewing the bid specifications and preparing our proposal, which we plan to submit by the required deadline of [Submission Deadline]. We are keen to collaborate with your office and are committed to adhering to all procurement guidelines and timelines.

Thank you for considering our intent to participate in this procurement process. We look forward to the opportunity to present our proposal and discuss how we can support [Public Procurement Office Name] in achieving its goals.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]