

Competitive Offer Letter

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address Line 1]

[Supplier's Address Line 2]

[City, State, Zip Code]

Dear [Supplier's Contact Person],

We are pleased to present to you our competitive offer regarding the [describe the goods/services] as per your request for proposal (RFP) dated [insert RFP date]. After careful consideration, we are excited about the potential of partnering with [Supplier's Company Name] for this project.

Offer Details:

- **Product/Service:** [Describe the products/services offered]
- **Pricing:** [Detail pricing and terms]
- **Delivery Schedule:** [Specify delivery timelines]
- **Payment Terms:** [Describe payment conditions]

We believe that our offer provides competitive pricing, quality, and service that aligns with your needs. We would be happy to discuss any specific requirements you may have to better tailor our services to meet your expectations.

Please confirm your acceptance of this offer by [insert response deadline], so we can initiate the necessary steps to proceed. If you have any questions or require further clarification, feel free to reach out at [Your Contact Information].

Thank you for considering our proposal. We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]