

# Bid Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient Name]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

**Subject: Bid Confirmation for [Contract Name/Number]**

Dear [Recipient Name],

We are pleased to confirm our bid for the [Contract Name/Number] as advertised by [Government Agency Name] on [Announcement Date]. After careful consideration and preparation, we have submitted our proposal and are excited about the opportunity to work with your esteemed agency.

Our bid includes:

- [Brief Description of Services or Products Offered]
- [Key Benefits or Features]
- [Any Special Terms or Conditions]

We assure you of our full commitment to meeting the requirements outlined in the bid proposal and providing the highest quality of service. Please do not hesitate to reach out if you need further information.

Thank you for considering our bid. We look forward to the opportunity to contribute to [Project or Initiative Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]