

# Letter of Intent to Bid on Government Contracts

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express our intent to submit a bid for the [specific contract name or description] with [Government Agency Name]. Our company, [Your Company Name], is committed to delivering high-quality services/products and meeting the needs of your agency.

We have reviewed the requirements outlined in the [Request for Proposal/Invitation to Bid] and believe that our extensive experience in [mention relevant experience or industry] positions us well to meet the stipulated demands effectively.

Please find enclosed the preliminary documentation required as part of the intent to bid. We understand the importance of compliance and dedication to timelines and will ensure that our submission adheres to all guidelines as specified.

Thank you for considering our intent to bid. We look forward to the opportunity to engage further and potentially partner with [Government Agency Name] on this initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]