

Letter of Acknowledgment for Bid Submission

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We acknowledge the receipt of your bid submitted for the [Project Name/Description] on [Submission Date]. Your proposal has been received and will be reviewed by our evaluation team.

Thank you for your interest in participating in our tendering process. We appreciate the time and effort you have invested in preparing your submission.

If you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you once again for your submission.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]