

Vendor Recognition Letter

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We would like to take this opportunity to recognize and express our appreciation for your significant involvement in the recent tender process for [Project Name/Description]. Your commitment and efforts in submitting a comprehensive proposal have not gone unnoticed.

Your expertise and contributions are vital to the success of our projects, and we are grateful for the time and resources you invested in preparing your bid. We value our partnership and look forward to exploring opportunities for collaboration in the future.

Thank you once again for your participation and dedication.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]