

Tender Application Receipt Confirmation

Date: [Insert Date]

To,

[Applicant's Name]

[Applicant's Address]

Subject: Confirmation of Receipt of Tender Application

Dear [Applicant's Name],

We would like to confirm that we have received your tender application dated [Insert Submission Date] for [Insert Project/Service Name]. Your application has been logged under reference number [Insert Reference Number].

Thank you for your interest in [Company/Organization Name]. We appreciate your effort in submitting your proposal and will review it thoroughly. You will be informed of the next steps in the tendering process.

If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[Contact Information]