

Tender Participation Acknowledgment

[Your Company Letterhead]

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We would like to formally acknowledge the receipt of your tender submission for [Tender Title or Project Name], which was due on [Submission Date]. We appreciate your interest in partnering with us and your effort in providing a comprehensive proposal.

Your response is currently under review, and we will notify you of the outcome of the tender evaluation process by [Expected Notification Date]. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you once again for your participation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]