Date

Name   
Address

Dear Mr. Joe,

I am writing this letter to acknowledge that I have received your tender package submitted against our tender notice ABC, advertised on 3rd August 2020. All the documents were received in proper, readable condition.

We have not finalized our vendor of electronics for this new shop project yet, as there is some internal paperwork left to be completed before selecting and hiring the vendor. The selected candidate will be sent the tender acceptance letter till 15th October 2020.

We appreciate your patience and interest in our new project.

Regards,

Sarah James.