Date

Name   
Address

Dear Mr. John,

With reference to your tender notice [X] advertised on 14th November 2019, with the due date of 15th December 2019, we are pleased to present our proposal.

We have developed our proposal after getting a comprehensive understanding of your company’s and the project’s requirements. We understand that you need this building to be one of its kind, with unique architectural design.

ABCD Limited has been serving the market with a team of expert architects for 25 years. We have been offering our services to many renowned national and international names, including ABC, XYZ, etc. Over the years, we have not only developed architectural experience but also, have established how to understand the client's demands and satisfy them. We believe in uniqueness and quality at an affordable price.

Enclosed with this letter, we are submitting our detailed proposal and the relevant documents. All the details and information has been provided. If you need any more information or want any changes in the project proposal, please feel free to contact me at [X].

Once again, we thank you for giving this opportunity to us.

Regards,

Emily Johns.