Date

Name   
Address

Dear Mr. John,

Dear Ms. Jennifer,

We are pleased to present our proposal against your tender notice [X], which was advertised on 5th October 2019. Although the due date for the proposal is 3rd December 2019, we are submitting it beforehand, so that any required changes can be incorporated in a timely manner.

After understanding your requirements, we believe we can be the best company to serve you for your electric spare parts. We have been supplying spare parts to this market for more than 7 years and have developed an understanding of the customer requirements. You can also get the benefit out of our knowledge of the customer demands and identify the spare parts with high demand. As we import the spare parts from all over the world, we can serve a quality product at the most reasonable and competitive price, which is your main concern as well.

We have provided all the relevant details in the attached proposal. Let us know at [X] if any changes are required in the proposal. As we will be serving you for the first time, we are offering a 10% discount for the first year of our contract.

Thank you for this opportunity. We hope to serve you the best.

Regards,

Sam John.