Date

Name   
Address

Dear Ms. Sophia,

This is a tender recommendation letter for ABC Limited. ABC has applied against your tender notice [X], posted on 9th August 2020, to supply you with their high-quality office supplies.

ABC is a company, having an expert and experienced team, which is dedicated and hardworking as well. The employees, from the production department to the customer service department, put in all their efforts to fulfill your requirements and satisfy you as a customer. We can assure this, based on our long-term relationship with ABC, during which we have never experienced any issues with it.

We highly recommend ABC as your new vendor for office supplies. We ascertain that you cannot get such good quality as ABC’s products’ quality at this reasonable price. Our market analysis revealed that none of the competitors in the market are offering this high quality at ABC’s price.

We are here to provide any further references as well. Let us know if you need any other information on [X].

Regards,

Josh William.