Date

Name   
Address

Dear Mr. James,

I am writing this letter to request the XYZ School System for a tender application for providing school uniforms to your students and staff members.

We have established relationships and contracts with various national and international schools, such as ABC, XYZ, ZZZ, etc. We have a manufacturing facility as well as selling outlets. As this reduces the number of channels involved, maintaining low cost and price becomes possible for us. We offer the basic summer and winter school uniform, sports uniform, staff uniform, and all the related accessories, along with the required logos.

We have enclosed with this letter the detailed proposal of our offerings and pricing, which are negotiable as well. We hope to serve you and your school. For initiating this relationship, we are offering a 10% discount for all your students in the first six months of the year 2020.

Looking forward to hearing from you.

Regards,

Samantha Jacob.