To,

The Manager,  
(Company Name)  
(Address of Company)

Date:

**Subject: Tender Participation for [X]**

Dear Sir/Madam,

I am writing this letter in reference to the discussion over (state whether it was telephone, meeting, etc.) for (what product or service). Our team thanks you for the interest and dedication you have shown towards our products and services.

We have enclosed a detailed company profile so that you can check it out in your own time.

Our key focus area currently is (state this).

We hope to work with your organization and take part in the upcoming tender for (state this here). Please register our name in the database for any future tenders.

Feel free to contact us on (state number or email).

Thank you!

Regards,

(Your Name)  
(Designation)  
(Contact Number)