Date

From:

Name of the sender:  
Sender's designation:  
Name of the company:

To:

Recipient's name:  
Name of the recipient's company:

**Subject: Cover letter for bid**

Respected Mr. ABC,

Regarding the meeting that we had with each other last month, I am submitting a bid for the supply of stationery products to your office. The list of products that we intend to send you includes the following items:

1. \_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_

We are sure that the bid information we have provided will be able to fulfill your all information needs. If you quickly respond to our quotation, you will be able to procure all the products quickly. Following are some important points to remember:

1. You can pay us within a week after you have received the products
2. The exchange policy works only if the product is faulty or is not in line with the order that you have placed

We hope that you will be happy buying products from us. We will be very much pleased to serve you.

[Your Name]  
[Company Name]  
[Address]