**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**Subject: Tender submission cover letter**

Respected sir,

We are so happy to have this opportunity to submit a tender in response to your request for submission of the proposal through notice No. 5423432 issued by your company on 4th September 20XX.

We have studied the entire project you want to complete and have understood all the requirements of your company. We believe that we have a well-equipped and qualified team of professionals that can work on your project like a charm.

ABC Company has been serving its clients in the construction industry for more than 10 years now. Numerous construction projects have been completed by ABC Company during this time. We have excelled in the field of construction because of our ability to complete a wide array of projects for enterprises as well as for individuals.

Some of our proud customers include (mention the name of the company). We have completed a construction project for a hospital for this company.

We have attached a commercial and technical bid with this letter. Thank you so much for allowing us to submit a tender for a project initiated by your company. We will be so happy to serve your company with our best and most valuable services.

Please don’t hesitate to contact us in case you have any queries.

[Your Name]  
[Designation]  
[Company Name]

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_