**To**

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

**Subject: Tender proposal [X] in accordance with [ABC]**

Respected sir,

I am pleased to write my proposal for the tender for which we have been asked. We are so happy to have this opportunity to present the tender proposal in response to the tender notice that was published in the newspaper on 15th September 20XX.

We have studied your company’s profile and the entire construction project in detail and now we have a better understanding of the entire project.

We are running a construction company with a well-qualified team of professionals. [mention the name of the company] has been serving with its best and high-quality services for the past 15 years. We have a whole lot of happy customers and some of them still contact us for construction-related services. Considering the needs of your company, we believe that we have the capability to meet the needs of the construction project you want to initiate. A copy of the commercial and one copy of the technical bid have been attached to this letter.

Thank you so much for allowing me to submit the tender proposal as we hope that this will be a golden chance for us to work with a prestigious company like yours. Thank you so much for considering our proposal. Please never hesitate to contact us in case you want to know more about this project.

Regards,

Name of the sender  
Sender's company name:  
Address of the company

Signatures

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