To

[The Recipient Name]  
[Business Name]

**Re. Compliance Letter for the Submission of Tender No. [abc-123-x]**

Dear Manager,

The letter has been written on behalf of [name the company] by referring to tender no. [abc-123-x] released on [date] through [mention the medium; newspaper, website, or invitation]. The tenders were advertised for the installation of air conditioning in the offices and chillers in the corridors and halls. These installations included electrical expenses, units' expenses, and the gaseous content's cost. We have thoroughly looked into the contract points, statements of compliance, and conditions included.

The letter serves as a compliance letter to the conditions mentioned in the tender contract. Our team has thoroughly studied and analyzed the possible ways to alleviate the financial burden of the units by looking at the map of your location with high precision.

This meticulous analysis of the location, cost, and effective installation has made it possible to bring the number of machines, units, and manpower to the cost of the project. After looking into this carefully, we have signed the contract with the higher authorities with possible outcomes and profits generated.

The authorities are also satisfied with the analyzed calculation and potential benefits of the company. Therefore, we hereby state that our team and the company clarify that we shall comply with all the conditions mentioned in the tender and contract. There are minor loopholes in the designing of tenders that seems to be a typographical and technical error. We will send a team of delegates for further negotiations and compliments on the project.

We are looking forward to the letter of request for the quotation from your company. Please negotiate with our finance manager about the seemingly erroneous statements. After successful negotiations, our team shall start working on the quotation. We are looking forward to meeting with the team leader (TL) or project director (PD) of the project to move further. Please schedule an appointment with them at their earliest convenience. Thank you.

Regards

[Name]  
[Designation]  
[Company Name]  
[Signature]