To,

Sending Party’s Name

Address

Subject: Response to the tender invitation for the project [XYZ]

Respected Sir/Ma’am,

I hope this letter finds you in a good health. I am writing this to let you know about your tender invitation reaching out to us. We have gone through it carefully and would like to congratulate you on initiating such a tremendous project. We are sure that a lot of thoughtfulness must have preceded this project, and much more will be needed in the future and that it is indeed a table-turning project.

Please accept this letter as our expression of gratitude upon your kind consideration of our services for your project. We are equally interested in it and want to render our services for its completion too. For this purpose, we will need some time to craft a comprehensive proposal letter and send it to you before the tender submission deadline.

We shall start working on it right away and will soon send it your way. Also, if you may arrange a meeting during the process for some clarification purposes it would be a great help. We hope to come up to your expectations in our proposal and are excited to work with you.

Again, thank you for sending us a tender invitation.

Best regards,  
[XYZ]