[Company Name  
[Address, CITY, STATE, Zip]  
[Contact]  
[Website]

Re. Proposal to the Tender Notice no. 233B789/2020 dated 23-11-2020  
  
Dear Tom,

I am writing this letter with reference to the tender invitation made on 23rd November 20XX. The tender notice no. is 23B789/2020. We are highly pleased to receive your invitation and it has always been one of the core desires to work with your team. I thank you on behalf of my team for inviting us to the tender and considering us all the way.

We have been dealing the construction projects since 2010 and hence it has been ten years in this forte, we have got this as our expertise. During these ten years, we have completed many projects for many high profiled companies which include SoundFourX Systems, The Bullet Body Deodorants, and many others like that. We have also worked with federal and local governments on many of the construction projects.

Our company is renowned for its durable products and a high potential for reliability. Many of the skyscrapers have been built by our team and the products used also belong to our company. The company is very well famed for its durable and quality products. In the same way, I assure you of the providence of quality services at your disposal.

We have also attached a few copies of our high-profile projects that would project the light to the dedication, commitment, and competency of our teamwork.

Two separate envelopes have been enclosed with the letter which consists of the EMD project plan and previous record of construction projects. I am looking forward to the earliest response from you. Please don’t hesitate to write to us at [email]. Thank you.

Regards

EMD Planners and CO.  
329-A State Line, Denver, USA