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

Re. Reply to the Tender Invitation from You Made on 23-11-2020  
  
Dear Fox,

With reference to the above-cited subject, I would like to reply to you about the business tender invitation we received on 23rd November 20XX. First, I would like to thank you for considering us to be part of this tremendously marvelous project of the railway line. Secondly, I would like to congratulate you on initiating such an amazing project which will not only earn you a great deal of profit but will also render great help to the public. Your project outline meets a huge public interest and thus, we can expect a lot from this.

As per your invitation to tender, I would share a few details comprehensively in this letter, and then more details can be discussed later. We estimate the project cost to be approximately $100,000/- as the project needs to be initiated from the very beginning and everything needs to be settled. We have calculated every bit of detail in this price and no other pricing shall be charged for the project. Comparatively, this price is the most accommodated one and has been kept under moderation.

Moreover, I show my complete understanding of the grave concern you might have for the quality. Our company is renowned for maintaining its quality in products since 2005 when it was founded. No compromise has ever been done on quality. Many rugged struggles are made to keep the quality high. I assure you to provide excellent quality at the same price borrowing the word ‘premium’ from its name. Please respond at your earliest so that a meeting can be arranged to discuss the tender at its full and making sure the transparency in the project tender.

Please write to us about your concerns at [email]. You can also call directly to our Client Manager at [X]. Thank you.

Regards

N. K. Sweet  
Premium Scopes EC.  
California, USA