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

Re: Request to Participate in Tender November 30th, 20XX

In the light of the above-mentioned reference, I am here to show my interest in the Tender that was displayed on your website [X] on 30th November 20XX. I have reviewed the project outline given in tender notice no. CM243/89B and its terms and conditions very carefully and minutely. Having understood the project outline, we present our services to participate in the tender. We have conducted a thorough study of the tender project. We have also gone through all the terms and conditions of the project under this tender no. CM243/89B.

As the project is about construction, we are willing to participate in the tender. We have completed all the litigations needed for the participation and our company is registered for tender participation paying all the taxes.

Moreover, the company is debt-free and there are no other obligatory payments on the company’s responsibility. Tender Prospective Information sheet has been enclosed with the letter which consists of official and legal names, addresses, tax information, bid information, tenders participated previously, and other required records.

More can be provided on demand by the HR department of your company. We are at your disposal to fulfill any query at [email]. We shall be obliged on getting the approval to participate in the tender which has been much awaited by our company. Thank you.

Regards

Eely Hills,  
Manager in Finance,  
James Hilton Groups  
345-Right 5 Avenues, Floor Mall  
California, USA