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

RE: Submission of Tender Notice No. 56/B901-2020 Taking up Project of Providing Forty Minibuses for the Local Transportation Company (LTC), the USA Dated on 22-11-20XX and Due on 22-10-21XX

Dear Williams,

I am taking this opportunity to submit the tender notice no. 56/B901-2020 with reference to the aforementioned subject. This tender belongs to carrying up a consequential project of providing the local government with forty minibuses on the archaic designs. The project takes up to prepare the buses based on the foundational concepts of the open buses. The Local Transportation Company of USA (LTC) plans to launch the buses in impeccable compliance with pandemic SOPs. It means to say that the buses would make sure to be open, spacious, and aerated enough to make sure the social distancing with automatic sanitizing machinery.

The project is complicated and multifaceted enough because of the short time frame, innovative idea, and incorporation of the latest modulation. It includes a lot of expertise, skills, and competency. Due to the short time frame, to begin the project in no time would be appreciable. The project is unconditional but highly qualified, thus demanding too.

I am submitting this tender on behalf of LTC to be considered and scrutinized. Our scrutiny committee has gone through and approved it to forward. Moreover, I hereby assure you that the provided information is correct. Nothing has been omitted rendering misleading information. We shall provide any additional information if necessary or demanded by the competent invitees.

We acknowledge that this deposit has been made with complete and fair calculations and can be considered for the response. No agency or corrupt element has been included in the procedure and it is free from all kinds of violations. I declare that the provided information complies with the rules and regulations enclosed and undertake to abide by all the terms and conditions.

Please inform at your earliest convenience. You can contact us by writing to us at [email] or by dialing [X]. Thank you.

Regards

Steve Keller  
Local Transportation Company (LTC),  
Main Office, 89-6th Avenue, California, USA