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

Re. Submission of the Tender No. 289B0/2020 Invited  
  
Dear Luke,

This letter has been penned to submit tender no 289B0/2020 as mentioned in the subject. The tender is about to carry out the work related to the construction of a corporate company on Steward Hall Road, California, USA. The tender has been notified on 23-11-20XX and is submitted to you for the invitation. It is strictly in accordance with the DLC Provisions of Corporate Financing.

The tender has been provided on the project of construction which includes registration of documents and submission of project and contractors’ file in the General Mayor’s office and I am glad to inform you that every pre-requisite has been executed and implicated effectively.

We have enclosed all the information with this letter in three envelopes; each carries different particulars. A small list of the provided documents is as follows:

1. Clarification of Tender from DLC Authorities
2. Notification inviting tender and bills
3. Bid of financing
4. Technical and special terms of the contract
5. Forms required to be fulfilled and procedures of the project execution

We are depositing our tender and expect to be responded to within the stipulated time given by the company. A lot more can be discussed and negotiated after a meeting.

Please make sure to inform us about your earliest feasible availability for the meeting. You can write to us at [email] or call us on our landline [X] from 9 AM to 5 PM. We are looking forward to your earliest response and a good deal of project analysis. Thank you.

Regards

Stern Tomes,  
The Manager, GHK Groups, and CO.  
32-a/90 Ground X California, USA