**{{ to\_do\_task.letter\_name }}**

|  |  |
| --- | --- |
| **Bid No.** | {{ tender.bid\_tender\_no }} |
| **Name** | {{ tender.work\_item }} |
| **Date** | {{ tender.publish\_date }} |

To,

|  |
| --- |
| {{ tender.consignee\_address }} |

|  |
| --- |
| {{ submission\_date }} |

**Subject:** **{{ subject }}**

Dear Sir/Ma’am

{{ content }}

|  |
| --- |
| Warm Regards,    {{ bidder.key\_personnel.name }} {{ bidder.key\_personnel.role }} {{ bidder.name }} |