

COVER LETTER FOR TENDER PROPOSAL

Co. Ref Letter No:

[DATE].

To,

JKL,

CC:

Sub: Tender Notice Dated 15.04.2018 Due on 07.05.2018

We are pleased to present our proposal for your review against Tender Notice No SE/BCPRES/B/2017/030 Dated 15th April 2018 Due on 7th May 2018. We have studied the tender and now have a better understanding of the construction project requirements.

[Details about the company – keep it short and sweet. Describe a short history.]

Some of our clients include; [Corporate Clients] [Government Agencies] [Institutions] [Individuals].

Thank you for the opportunity to participate in this tender. If you have any questions, please don't hesitate to get in contact with me directly.

Sincerely,

[NAME]

[Auth. Signature]