



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Donation to _____ School (Write the name of the school)

Dear _____ (Name of the Recipient)

I am writing this letter to thank you for bidding at the _____ project of the _____ Company (Write the name of the project and the company). We appreciate the time you devoted to bidding for this project.

We would also like to inform you that we are willing to accept your bid. Your bid covered everything that was listed on our project requirements so we would like to go ahead with it. We would like to have a meeting with you at our office on the coming Monday. I will share the meeting details with you soon.

We are glad to be associated with you and are willing to carry on our association further.

Sincerely,

(Signature)

Sender's Full Name