



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Bidding on Project \_\_\_\_\_ (Write the name of the project)

Dear \_\_\_\_\_ (Name of the Recipient)

We thank you for giving us the opportunity to bid on \_\_\_\_\_ project (Write the name of the project). We are really excited about this project as it interests us.

We wanted to tell you a bit more about our company. We are a \_\_\_\_\_ company based in \_\_\_\_\_. We have been in the business since \_\_\_\_\_. We have worked with a number of high profile clients including \_\_\_\_\_ and \_\_\_\_\_. We will soon be expanding our company and will also be working on \_\_\_\_\_.

If you accept our bid, you will be introduced to an amazing team of people who will make sure your project is on point. We will be delivering the best at the most reasonable price. We hope our bid gets accepted and we get a chance to work on your project.

I will also be standing by my team and assisting them in ensuring each detail is perfect. If you would like to get any more details about our company, feel free to reach out to our Sales Manager on \_\_\_\_\_. Once again, thanks for giving us this opportunity.

Looking forward to hearing from you soon.

Sincerely,

(Signature)

Sender's Full Name