



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 would like to thank your company for bidding on our \_\_\_\_\_ Project and presenting your proposal. We sincerely appreciate the efforts and the time that you have given to this proposal.

Thank you for presenting the lengthy proposal and we are impressed by all the details. We would like to inform you that we are willing to accept your bid. Your proposal reflected your sincerity for the project and we were looking for a sincere vendor to support our project. The overall cost of your bid is also suitable for us. Thus, we would like to go ahead with your bid.

We are looking forward to meeting you soon.

Sincerely,

(Signature)

Sender's Full Name