

# Letter of Transmittal for Tender

**[Your Company/Organization Name]**

[Your Address]

[City, State, ZIP Code]

[Date]

**[Recipient's Name]**

[Recipient's Job Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, ZIP Code]

**Subject:** Submission of Tender Documents for [Project Name]

Dear [Recipient's Name],

Enclosed herewith, please find our tender submission for the [Project Name] in response to the tender [Tender Reference Number], issued on [Tender Issue Date]. This submission contains all the required documents and details as per the instructions provided in the tender notice.

We confirm that the proposal meets all specified requirements and that the submitted bid is compliant with the terms and conditions outlined in the tender documents. Should you require any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for considering our submission. We look forward to the opportunity to work together.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]