

Dear [Buyer's Main Contact Name],

Firstly, let me thank you for inviting [Supplier Name] to tender. We welcome the opportunity to provide [Buying Organisation Name] with the enclosed proposal for [Title of the requirements / project that the Tender is for].

- Highlight the reasons why you should be awarded the Tender. Provide background information on your company and previous successes you have had that are relevant to the requirements you are bidding for. This doesn't need to be really long, but you need to demonstrate the benefits of the Buyer selecting your organisation against other competing organisations. Persuasive writing in this area is therefore key, and back up any points with evidence.
- If our proposal is accepted, our aim is to start the project on [enter date] and expect it to take [x amount of time]. Our plan of action includes [enter several points on what you will be doing]. This will summarise what is included in the tender, it may be best to summarise in what order this is included (like the following) – Page 1 = [x] Page 2 = [x] (a brief list of these allows the reader to easily know where they are looking).

I believe that our proposal covers all the areas of our service that we hope to provide to you if [Supplier Name] are selected.

If you have any question or queries relating to the enclosed proposal, please don't hesitate to contact me I have provided my contact details below, so we can arrange a time to discuss this in more detail if required:

[Insert contact details].

Thank you for considering our proposal.

Kind Regards,

[Enter Name]