**Letter of Intent for Bidding Participation**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Project Manager Name*]**

[*Position, Government Agency Name*]

[*Agency’s Address*]

Dear [*Project Manager Name*],

[*YOUR COMPANY*] wishes to formally declare our intention to participate in the bidding for [*GOVERMENT PROJECT NAME/CODE*]. We [*BRIEF HISTORY OF YOUR COMPANY*].

For your consideration, here are our qualifications:

* [QUALIFICATION 1 & WHY IT’S BENEFICIAL FOR THE PROJECT]
* [QUALIFICATION 2 & WHY IT’S BENEFICIAL FOR THE PROJECT]
* [QUALIFICATION 3 & WHY IT’S BENEFICIAL FOR THE PROJECT]

For your reference, we’ve also successfully completed the following projects:

* [COMPLETED PROJECT 1]
* [COMPLETED PROJECT 2]
* [COMPLETED PROJECT 3]

Looking forward to working with you. If you have any questions about our bidding participation, kindly contact our [*YOUR POSITION*], [*YOUR NAME*], at [*YOUR* *PHONE NUMBER*] or through e-mail at [*YOUR E-MAIL*].

Yours Truly,

[*Signature Over Printed* *Name*]

[*POSITION*]

[*YOUR COMPANY*]