**User Information:**

**Email template to acknowledge receipt of tender / RFP / RFQ**

**From:**   
**Date:**

**To:**

**Subject:**

Hi

I’m writing to let you know that we’ve received your tender in relation to the above opportunity – thank you for your interest.

We’re now collating and checking all the responses and will soon be starting the tender evaluation process. We’ll be in touch to update you on progress by [date].

Yours sincerely