**(Update highlighted parts and then remove highlight)**

Our Ref:

Your Ref:

Enquiries:

Telephone:

Email:

Date

Mr/Ms/Mrs Initial Surname

Title

Name of organisation

Street Address

SUBURB STATE Postcode

Dear Mr/Ms/Mrs Surname

RE: INVITATION FOR – (NAME AND NUMBER)

Thank you for your response for the insert procurement description. Your response will be evaluated against the evaluation criteria detailed in the response documents.

Please note that should you have any queries or require further information you are reminded that all communication is subject to clause 3 of the Invitation to Supply - Part A: Procurement Process Guidelines (update as appropriate) of the Invitation and must be directed accordingly.

Yours sincerely

Insert name

INSERT TITLE

INSERT BRANCH/BUSINESS UNIT

PUBLIC AUTHORITY