**Schedule No. 4. Cover letter**

Mr. / Mrs. [ ]

[name of the company]

Address [ \_]

Re: Invitation to Tender Dear Sir / Madam,

Attached please find the following tender documents \_

Yours sincerely,

Attachments

1. [ \_]

2. [ \_]

3. [ \_]

4. [ \_]

[name and position]