

[Bank or Accounting Firm Letterhead]

[Date]

[Name of Procuring Entity/Government Department]

[Address line 1]

[Address line 2]

[City, Postcode]

Subject: Financial Capability Comfort Letter for [Tender Name/Reference Number]

To the Procurement Committee,

This letter is issued at the request of [Company Name], located at [Company Address], in connection with their bid for the above-mentioned tender.

We, [Name of Financial Institution or Accounting Firm], have maintained a professional relationship with [Company Name] since [Year]. During this period, we have provided [list services, e.g., banking facilities/audit services].

Based on our records and the financial information provided to us, we wish to confirm the following:

- The company maintains its accounts in a satisfactory manner.
- The company currently has access to [line of credit/liquid assets] amounting to [Currency and Amount].
- To the best of our knowledge, the company possesses the financial resources necessary to undertake the requirements of the contract if awarded.

Please note that this letter is a statement of the company's general financial standing as of this date and does not constitute a legal guarantee, a performance bond, or a commitment to provide specific financing for this project.

Should you require further verification, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Name of Institution]