**Sample Letter Format**

Please follow the instructions for filling out the letter as indicated in *italic text*.

Number : [*Insert Provider’s Letter Number]*  dd/mm/yyyy

To:  
Procurement Committee  
PT Sarana Multi Infrastruktur (Persero)  
Sahid Sudirman Center Building 47-48th floor  
Jakarta 10220

|  |  |
| --- | --- |
| **Subject:** | **Submission of Expression of Interest (EOI) for the Procurement of Microsoft Office 365 License Enhancement to Strengthen Cybersecurity** |

Based on the publication of the Request for Expression of Interest (REOI) No. S-224/SMI/DOK/DUP/0925, I, the undersigned, hereby state:

|  |  |  |
| --- | --- | --- |
| Name | : | *[written name]* |
| Position | : | *[written position]* |
| Address | : | *[written address]* |
| Phone/Fax | : | *[written phone/fax]* |
| Email | : | *[written email address]* |

On behalf of PT …….. [insert company name], we hereby formally express our interest in participating in the Prequalification process for the Procurement of Microsoft Office 365 License Enhancement to Strengthen Cybersecurity. We further commit to fully comply with all requirements and procedures stipulated by PT Sarana Multi Infrastruktur (Persero) throughout the Prequalification process.

This Letter of Interest is hereby submitted for its intended purpose. We express our sincere gratitude for your attention and cooperation.

**PT *[insert company name]***

*(Please sign here)*

***[name***

*[position]*