

## [Sample Letter to Confirm Interest]

*[Date]*

The Executive Director  
Hong Kong International Film Festival Society  
21/F., Millennium City 3, 370 Kwun Tong Road, Kowloon,  
Hong Kong

Dear Sir,

**The Provision of Event Production for**  
**the 35<sup>th</sup> Hong Kong International Film Festival**  
**(Tender Ref. HKIFF 35-03)**

We hereby confirm interest to offer items described in the Specifications and Quotation Form for The Provision of Event Production for the 35<sup>th</sup> Hong Kong International Film Festival (HKIFF).

The validity of this quotation remains open till the end of 35<sup>th</sup> HKIFF on 5 April 2011.

We understand that your Society is not bound to accept the lowest or any tender, and may negotiate with any tenderer about the terms of the offer. We are willing and open to enter into such negotiations upon your request.

Yours faithfully

For and on behalf of  
*[Name of company]*

---

*[Authorised Signature]*  
*[Name, in block letters, and Title of person signing]*

---

*[Company chop or Seal]*