

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 15, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Attached is our bid 123-45 for the Contoso, Ltd. project.

This bid assumes that if it is granted, all parties will work together to develop a mutually agreeable construction schedule. This bid is also based on information provided at this time. Any revisions required at a later date will be subject to price review at that time. We reserve the right to withdraw this bid if it is not accepted within 45 days.

Thank you for giving us this opportunity. We look forward to hearing from you.

Sincerely,

[Your Name]
[Title]

Enclosure

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