

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Dear ,

For quite some time now we have noticed how often your firm is involved in some of the most prestigious projects in our area. Although we have never worked together our company has a long and solid work history in this area and I think, like you, we have earned the excellent reputation associated with our name because we focus on quality.

I am writing to ask that you add us to your bidding list for (specify) work. We will furnish whatever credentials necessary including references, biographies of key employees, a history/overview of our company, etc., in order to establish a connection.

Because our company has been in business for (length of time) years, and we are professionals in our field, we believe we have something to offer your company. For that reason, I would like to establish a working relationship, which I'm convinced will prove to be a positive thing for both of us. Perhaps we might meet for lunch one day to get acquainted.

Thank you.

Sincerely,

Name

Title