

**ABC CONTRACTORS**

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

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear \_\_\_\_\_,

Enclosed you will find our bid on the subcontract for the \_\_\_\_\_ work on the project mentioned above.

If there are any clarifications or additions you need, please let us know, and we will get them to you promptly.

Thank you for your consideration.

Sincerely,

Name

Title