

ABC CONTRACTORS

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

Date

Name

Address

City, State Zip

Dear _____,

Thank you for your interest in bidding the _____ project to us.

Unfortunately, we have a limited number of sets of plans, and cannot spare any at this time. If you are able to obtain plans from another source, we would be glad to entertain your bid.

Thank you again for your interest.

Sincerely,

Name

Title