

ABC CONTRACTORS

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

Date

Name

Address

City, State Zip

Dear _____,

We have enclosed our contract proposal regarding the construction of a new (description of project) in (location).

This proposal incorporates all of the building requirements that you have conveyed to our office. With your approval, the next step will be to proceed immediately to the completion of the construction drawings. We have incorporated into this proposal a schedule which shows the major steps and dates that will be necessary for completion of the project by (completion date).

It is our intention, if you accept the terms and conditions of the proposal, to prepare a more formal contract to be approved on or about (date). If you do not feel that this is practical, we suggest that you authorize us to continue to complete the construction drawings for the project at a cost not to exceed that shown in section (section number) of our proposal.

We appreciate the opportunity you have given us to work with your company, and we look forward to the start of construction in the near future.

Sincerely,

Name

Title