

ABC CONTRACTORS

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

Date

Name

Address

City, State Zip

Dear ,

Enclosed you will find our bid on the project according to the plans and specifications for this project which were prepared by (name of architect and/or engineer). We also acknowledge the receipt of addendum , and have incorporated them into this bid amount.

In addition, in our extensive review of this project, we have noticed a number of areas where design changes may be advantageous to you. Specifically, they are as follows:

(detail changes and associated benefits here)

Thank you again for the opportunity of bidding on this project.

Sincerely,

Name

Title