

ABC Contractors Inc  
55 Main Street  
Hometown, PA 99999  
Phone: (555) 555-5555  
Fax: (555) 555-5555

Monday, August 09, 2010

To: Brown Construction  
810 Tree Street  
Sometown, PA 55555-5551  
Attn: Tim Brown

Dear Mr. Brown:

You are invited to bid on supplying Excavation and Site Work for the construction of the new library at Lincoln Middle School to Cory Smith, ABC Contractors Inc in accordance with the specifications attached.

### **Acknowledgment**

Please confirm receipt of tender documents, by way of return mail or fax on or prior to September 15, 2010.

Sincerely,

Cory Smith  
ABC Contractors Inc