

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

Monday, August 09, 2010

To: Brown Contruction
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