

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Construction Bid Proposal for [Project Name/Description]

I am writing to submit our bid proposal for the [Project Name or Description] as per your request. Our team at [Your Company Name] is excited about the opportunity to work with you on this project.

**\*\*Project Overview:\*\***

[Provide a brief overview of the project, including key details such as location, scope, and objectives.]

**\*\*Scope of Work:\*\***

[List the specific tasks that will be performed as part of the project.]

**\*\*Proposed Timeline:\*\***

[Include an estimated timeline for project completion with key milestones.]

**\*\*Budget:\*\***

[Provide a detailed breakdown of the costs associated with the project, including labor, materials, and any other expenses.]

**\*\*Qualifications:\*\***

[Highlight your company's qualifications, experience, and any relevant certifications or licenses.]

**\*\*Conclusion:\*\***

We appreciate the opportunity to submit our proposal and look forward to discussing it further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or additional information.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]