

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Virginia Department of Transportation (VDOT)]  
[VDOT Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Bid Proposal for [Project Name/Description]

I am writing to submit our formal bid proposal for the [Project Name/Description], as per the request for proposals issued by VDOT on [date of RFP]. We are excited about the opportunity to contribute to this project and believe that our experience and qualifications uniquely position us to deliver exceptional results.

Enclosed, please find our bid proposal which includes:

1. Project Understanding and Approach
2. Qualifications and Experience
3. Proposed Timeline
4. Detailed Budget and Pricing
5. Relevant References

We are committed to ensuring the successful completion of this project and are eager to bring our expertise to VDOT. We appreciate your consideration of our proposal and look forward to the possibility of working together. Should you have any questions or require further information, please do not hesitate to contact me directly at [phone number] or [email address].

Thank you for your attention to this proposal.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]