

## Letter to Request Bid on Project

**This package contains:**

1. Instructions & Checklist for Writing a Letter to Request Bid on Project
2. Letter to Request Bid on Project

## Instructions & Checklist for a Letter to Request Bid on Project

- This package contains: (1) Instructions & Checklist for a Letter to Request Bid on Project; and (2) Letter to Request Bid on Project.
  
- This form is designed to assist you in drafting a letter to a business inviting them to bid on a project your company is planning.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

September 9, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Re: Request for Bid

Dear [Name of Recipient]:

[Your Company Name] is seeking bids for the following [project / product / service]:

[Here provide a detailed list of the project(s), product(s) or service(s)]

Requested Delivery Date: [Date]

Please include in your bid:

- 1) Total Cost
- 2) Shipping charges
- 3) Credit Terms
- 4) Contact Person

Please address your bid to [Name of Person and Exact Address for Your Company].

Deadline for Bids: [Due Date for Bid].

Please direct all inquiries and correspondence on this matter to: [Name & Phone No.]

We look forward to reviewing your bid.

Cordially,

[Your Name]