

Letter to Acknowledge Request for Bid and Confirm Deadline

This package contains:

1. Instructions & Checklist for Writing a Letter to Acknowledge Request for Bid and Confirm Deadline
2. Letter to Acknowledge Request for Bid and Confirm Deadline

Instructions & Checklist for a Letter to Acknowledge Request for Bid and Confirm Deadline

- This package contains: (1) Instructions & Checklist for a Letter to Acknowledge Request for Bid and Confirm Deadline; and (2) Letter to Acknowledge Request for Bid and Confirm Deadline.

- This form is designed to assist you in drafting a letter to a company acknowledging receipt of their Request for Bid, and informing them you plan to send in a bid by the deadline indicated in their letter.

- 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.

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

September 8, 2009

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

Dear [Name of Recipient]:

Thank you for sending us your Request for Bid dated [Date of Request for Bid].

This letter will confirm that we intend to send in a bid on or before the deadline of [Date].

I will be the team member coordinating the preparation of our bid, so please direct any inquiries or changes in bid requirements to me. My direct line is: [Direct Line Phone No.].

Thank you again for this opportunity.

Sincerely,

[Your Name]

Enclosures