

# Letter of Inquiry

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Subcontractor Bidding Process**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the subcontractor bidding process for [specific project or contract name], as outlined in the [reference document or RFP details].

We are interested in participating and would like to ensure that we fully understand the requirements and expectations. Specifically, we seek clarification on the following points:

- Submission deadlines and formats
- Criteria for evaluation of bids
- Scope of work and specifications
- Any obligations concerning licenses or certifications

Your assistance in providing these details will be invaluable for our preparation and submission process. Please let us know if you are available for a brief call or meeting to discuss this further.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]