

Bid Submission Cover Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit our bid for the [Project Name] construction project as detailed in the [Bid Document Name], released on [Date Released]. Our team at [Your Company Name] has carefully reviewed the requirements and specifications, and we are excited about the opportunity to collaborate on this project.

Enclosed with this letter are our bid proposal and supporting documents, including:

- Completed Bid Form
- Project Schedule
- Cost Estimate
- Company Profile and References

We are confident that our proposed approach, experienced team, and competitive pricing will meet your expectations and contribute to the success of the [Project Name].

We appreciate your consideration and look forward to the opportunity to discuss our bid in further detail. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]