

# Letter of Bond Proposal Review Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

We are pleased to inform you that the review schedule for the bond proposal is as follows:

## Review Schedule

Date	Review Committee Meeting	Location
[Insert Date 1]	Initial Review	[Insert Location]
[Insert Date 2]	Follow-up Discussion	[Insert Location]
[Insert Date 3]	Final Decision	[Insert Location]

Please ensure that all necessary documents are submitted by the respective deadlines to facilitate a smooth review process.

Should you have any questions or require further clarification, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter. We look forward to your participation in the review process.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]