

Construction Project Proposal Inquiry

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

To:

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of [briefly describe the project, e.g., constructing a new office building]. We are interested in gathering a proposal for this project and would appreciate your expertise and services.

Please provide us with information regarding your experience with similar projects, your proposed timeline, and a preliminary estimate of costs involved. Additionally, we would like to know about your availability to discuss this in further detail.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]