

# Letter of Intent to Bid

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],

I am writing to express my intent to bid on the [specific contract name or number] as advertised on [where you found the contract]. We are excited about the opportunity to submit our proposal and demonstrate how [Your Company Name] can meet the needs of [Recipient Company Name].

We believe that our expertise in [mention relevant experience or qualifications] positions us to deliver exceptional results. Our team is prepared to meet the specified requirements and timelines outlined in the contract.

Please consider this letter as our formal intention to participate in the bidding process. We look forward to receiving the bid documentation and any relevant information that will aid us in preparing a comprehensive proposal.

Thank you for this opportunity. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]