

Construction Bid Confirmation Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your bid submitted on [Insert Submission Date] for the [Insert Project Name] has been accepted. After careful consideration, we have selected your company, [Company Name], as the contractor for this project.

The total bid amount is [Insert Amount], and all work is to be completed by [Insert Completion Date]. Please confirm your acceptance of this bid by signing and returning the enclosed agreement.

We look forward to working with you on this project. Should you have any questions, feel free to reach out at [Insert Contact Information].

Thank you for your participation and we look forward to your prompt confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your City, State, Zip Code]

[Your Contact Information]