

# Intent to Bid Letter Template Companion



Your company logo



Your company contact

ABC Construction  
1 Goulais Crescent  
North Bay, ON  
P1B 8G5

HHH Constructors  
99 Little Apple Lane  
Sudbury, ON  
PoL 1K0

Recipient company name & address

May 4, 2016

Today's date

RE: RFP 13992

Project name or number

To Whom It May Concern,

Project task

Please consider this letter confirmation that ABC Construction intends to place a bid for the concrete sidewalk portion of RFP #13992, Meadow's View Place project in Sudbury, ON

Project name & location

A bid will be submitted via email by May 27, 2016.

Indicate how and when the completed bid will be sent

Regards,

Sign here in black ink

Joseph Hunt  
Operations Manager  
ABC Construction  
555-555-5555  
jhunt@abconstruction.com

Your name, title, company & contact information