

Letter of Intent

Date:

Company Address:

Re:

Dear _____,

This letter is not a contract. It serves to inform you that we have selected your company's bid for the following project:

For the amount of your bid \$_____.

As defined in your bid dated _____.

We are in the process of assembling the contract for your review. Please arrange to deliver the all documentation required by and requested in, the Project Scope of Work.

Please do not hesitate to contact us directly at _____, with any questions, comments or concerns.

Sincerely,

Name: _____

Address: _____

City, St, Zip: _____

Email: _____

Phone: _____