

DATE

NAME  
COMPANY  
ADDRESS

Re: PROJECT NAME  
PROJECT #

Dear NAME:

Attached is a Bid Bond submitted by COMPANY, for the above referenced project. Although your company was not awarded the contract for construction, we do appreciate your effort and participation in the bid opening of the above referenced project. We look forward to working with you on future projects.

Sincerely,

J. F. Goodwin  
Director of Project Management Services

Attachment

xc: Central File