

My address

Today's date

Fred Bloggs,
ABC Building Contractors,
Unit 13,
Unlucky Lane,
New Hades,
London SE1 3TL

Dear Mr Bloggs,

Proposed extension at 99 Subsidence Street, London SE15 4PY.

Further to our recent telephone conversation / emails, we would like to invite ABC Building Contractors to submit a tender for the above works. Accordingly, the following documents are enclosed :-

a. 1 copy of the schedule of works (preliminaries, materials and specification).

b. 1 copy of drawings:-

001 E	Existing Elevation
002 P	Proposed Elevation
003 E	Existing Plan
003 P	Proposed Plan
004 S	Section Drawing
	Site plan and OS Street map

c. 2 copies of the Forms of Tender (1 copy for your retention).

d. Addressed envelope for the return of completed tenders and priced schedule of works.

Please return one copy of the completed Forms of Tender and Schedule of Works, fully priced, in the envelope provided to myself at 99 Subsidence Street, Bucks HP19 2NQ **NOT LATER THAN NOON ON Friday 7th FEBRUARY 2009.**

VIEWING OF PROPERTY

To view the property please phone or e-mail me to arrange an appointment in advance.

Kindly acknowledge receipt of this letter and the tender documents, and confirm your tender will be submitted by the appointed day. Should you require any further information please do not hesitate to contact me on 01844 654321

Yours sincerely,
