

Bid Follow-Up Letter - Construction

Bid Follow-Up Letter

Date
11/16/2019

To
Martha Jenkins

Dear
Martha

On
11/1/2019
submitted a bid on your project,
New porch

This letter is to inquire if you have
yet made a decision on our bid.

We are presently scheduling a number of
new projects and would like to include
your job among them. If there is
anything you need to know regarding our
bid or

proposal.

or any item in the bid that needs
clarifying, please call or email me.

I look forward to hearing from you.

Signature

Name / Title
George Farmer / Owner

Sincerely,



App Description

Form Description:

The Bid Follow-up Letter is used to inquire on the current bids status. When you present a bid but are not contacted about the results, send this letter to the prospective customer. The letter requests the current bids status.

When to Use It:

The Bid Follow-up Letter requests a status of the bid from a potential client. The letter indicates that you have not heard from them on the bid and you would like to include them in your scheduling plans.

Form Purpose:

If you have not been notified of your bid outcome use this app to follow up with the potential client. This is a direct letter and asks the potential client to respond to the inquiry. Enter your company information. Address the potential client and in the body of the letter request a status of the bid.