**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: construction bid proposal for [X]**

Respected sir,

We would like to take the opportunity to write you a proposal letter in response to a request for a proposal we received on 15th September 20XX for the construction of an office.

Our construction firm has been working on various building works for the last 5 years. We have finished many projects during this time. Our team of engineers and designers work in collaboration to reach a beautifully designed construction structure.

After having a thorough review of the work you want to be performed, we have concluded that the project will need at least 2 months to complete. Since you have not mentioned the budget of the project, we are not in a position right now to give you the pricing information.

We would like a meeting with you to discuss lots of things that have not been covered in this proposal. We look forward to a positive response from your side.

Thanking you.

Name of the sender  
Sender’s designation in the company  
Name of the company