**To**

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

**Subject: [ABC] construction bid proposal for [XYZ]**

Respected sir,

We are pleased to have this opportunity to write a proposal letter in response to the request for a proposal that you advertised in the newspaper for the construction of your office. We have thoroughly reviewed the entire project and its requirements and have concluded that we have a tendency to work on this project and meet your needs.

As a construction company, our objective is always to meet the needs of our clients and design a construction structure that shows compliance with safety regulations and looks aesthetically pleasing at the same time.

Based on the amount of work you have mentioned in the description of the project, it will take more or less 2 months to complete this project. Our team can also speed up the work in case you want it to be finished a bit earlier than planned. However, for quick work, more money will be charged.

Details of pricing and a complete timeline of the project completion have been attached to this letter. If you like our proposal, you can conduct a meeting with us. We are ready to discuss things in more detail in a face-to-face meeting with you.

Thank you so much for giving us this opportunity to write a proposal for a project for a prestigious company like yours.

Thanking you.

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