

REQUEST FOR BID

ABC MOTORS is seeking bids for the enclosed items. Please complete the enclosed bid specification sheets and send to:

ABC MOTORS
12 State St.
Anywhere, US 12345

Place each bid specification sheet in a separate envelope. List on the sheet any changes from the specifications. Bids should be received no later than the date listed at the bottom of this letter. ABC MOTORS has the sole right to approve or reject all bids in total or per item. Any additional questions please direct calls or correspondence to (responsible manager).

Bid Date Deadline _____

Sincerely,

(Manager)

