

SAMPLE BID TAB LETTER TO BOA

Representatives Name
Company Name
Company Address

Re: Project Name
Project Number
Bid Tabulation

Dear Mr. **Insert Name**:

Attached is the bid tabulation for the above referenced project. The low bidder's federal identification number is listed on the bid tabulation. Please inform me if any outstanding tax liabilities and if you concur with the selection of the low bidder.

Thank you and if you have any questions please do not hesitate to contact me.

Sincerely,

Insert Name

CC: