INSERT DATE

INSERT MOVING COMPANY NAME

INSERT MOVING COMPANY ADDRESS

RE: Request for Moving Bids

Project Title: INSERT PROJECT TITLE

Parcel No.: INSERT PARCEL NO.

 Displacee Name: INSERT DISPLACEE NO.

Dear INSERT MOVING COMPANY NAME:

The INSERT AGENCY NAME (Agency) is seeking contractors interested in providing a moving bid for the relocation of INSERT DISPLACEE BUSINESS NAME. Moving bids are to be prepared in accordance with the attached Request for Proposal and Moving Specification.

The bid will enable the Agency to select an acceptable bidder. After selecting the successful bidder, the owner(s) of the personal property to be moved will be offered the opportunity to perform the move using their own resources for an amount not to exceed the lowest acceptable bid. In light of this, if you submit a bid, your company will be entitled to receive a reasonable reimbursement of costs incurred in preparing the moving bid.

All bids must be received by mail, email, or fax no later than INSERT DEADLINE DATE.

Please let me know if you will be unable to attend the walk-through described in the attached Request for Proposal. If feel free to contact me should you have any questions.

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS