

Insert Company Name Here

May 24, 2018

Name

Title

Company

Address 1

Address 2

Address 3

Dear Mr / Mrs Name

**RE: Project Name – Letter of Intent – [SCOPE OF WORK]**

This letter is in reference to [INSERT PROJECT NAME] and is intended to inform you of our intent to award to your organization [ENTER AWARDEE NAME] for the scope of work defined as [DEFINE SCOPE OF WORK].

A contract will follow in the next [X] business days, however, in the interim please begin preparing the following documents:

* Subcontractor Startup Documentation [CLARIFY SAFETY DOCUMENTS YOU NEED]
* Subcontractor Safety Plan
* Subcontractor Schedule
* Submittals Schedule

We thank you for your efforts to date in this project and look forward to a successful project to you and your team.

 Yours truly,

INSERT COMPANY NAME HERE



Name

Title