Date

Resident Engineer

CEI Construction Services, Inc.

Address

Reference: Project Name

#### Project No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Subject: Vendor’s Name. Proposal –

Dear \_\_\_\_\_\_\_\_\_\_:

Attached is the signed pricing proposal from **Vendor’s Name** dated \_\_\_\_\_\_\_\_\_, including the Terms and Conditions as modified and negotiated.

We find the material quote is in accordance with the contract documents, agree with the Terms and Conditions, and request CFX to issue a Purchase Order in accordance with the price proposal.

Should you have any questions or comments, please do not hesitate to contact our office.

Sincerely,

**Construction Company’s Name**

Name

Title

Attachment(s)