**Carol Hitchcock**

123 Main Street, San Francisco, CA 94122

Home : 415-555-0000 Cell: 415-555-0000

email@example.com

Dear Mr. Janos,

Thank you very much for responding to our Request for Proposal for the staffing of a development team that will be charged with creating a proprietary software program for use in our distribution center. Five other companies have submitted acceptable RFPs for the project and we will begin the review early next week. We may have additional questions as we narrow our search for the right IT consulting firm that can bring together a cohesive cooperative and dedicated team.

Should you win the contract let me reiterate that we anticipate at least a full year of work before the project is ready for implementation and our budget is fixed at $450000. Throughout the project we’ll issue monthly purchase orders based on our satisfaction of progress made. At any time that we feel the contractors placed at our site are not performing to our satisfaction you will be required to find a suitable replacement.

Again thank you for submitting the completed RFP. We should have a final decision by May 1st and you will be notified of the outcome at that time.

Regards,

Carol Hitchcock, Vice President