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| •  •  •  •  Briefmuster GmbH – Postfach 10 20 30 – 70180 Stuttgart |  | Ihr Zeichen: jg  Ihre Nachricht vom: 20..-09-09  Unser Zeichen: kn-im  Unsere Nachricht vom:  •  Name: Stella Knitter  Telefon: +49 711 123-49  Telefax: +49 711 123-50  E-Mail: stella.knitter@briefmuster-gmbh.com  •  Datum: 20..-09-30 |
| Mr Jack Gaulder  Heating & Air Conditioning  1410 Second Street  MIDLAND, TEXAS 78699  USA  •  • |
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Dear Mr. Gaulder

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Thank you for submitting specifications and a cost estimate for the heating on our Carrington Pliza project. Your references and list of previous clients are impressive.

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We received over twenty bids. Each bid was carefully reviewed in light of our budget and the qualifications of each company.

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Your firm was among five finalists we considered. After careful deliberation, however, we selected another company for our project. Their bid was closest to our budget.

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We appreciate your interest in our project and the time and effort you took in preparing your bid. We hope you will consider bidding on future projects we supervise. Your firm’s qualifications are excellent.

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With best regards

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Stella Knitter

Project Supervisor