

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Acknowledgement of Request for Bid, Confirmation of Deadline

Dear :

The deadline to place the last bid for the original Monet painting is swiftly approaching. I know that you had expressed a keen interest in having this piece for your collection. You must make your final bid by Date, by Time. Any bid made a second after that time, will not be acceptable. I must advise you that this is a very sought after piece.

Please contact me as soon as possible with your bid, I must have your bid by . If you have any questions about this or any other items, please do not hesitate to contact me. I am at your service.

Sincerely,

N A M E