

Request Letter For Contract Agreement

[Your Name]

[Your Title]

ABC Construction Services

123 Builder's Lane

New York, NY 10001

contact@abcconstruction.com

(123) 456-7890

Date: May 29, 2024

Mr. John Doe

President

XYZ Developers

456 Development Road

Los Angeles, CA 90001

Dear Mr. John Doe,

I hope this letter finds you well. On behalf of ABC Construction Services, I am writing to formally request the establishment of a contract agreement between our companies for the construction project at [Project Address].

Our team at ABC Construction Services is eager to partner with XYZ Developers on this significant project. We are confident that our expertise and commitment to quality will contribute to the successful completion of your commercial building.

Proposal Details

To move forward, we propose the following scope of work and payment terms for your consideration:

1. Scope of Work:

- Site preparation and excavation
- Foundation construction
- Framing and roofing
- Electrical and plumbing installations
- Interior and exterior finishing

2. Project Schedule:

- Start Date: June 15, 2024
- Completion Date: December 15, 2024

3. Payment Terms:

- Total Amount: \$500,000
- Payment Schedule:
 - Initial Deposit: \$100,000 due upon signing
 - Second Payment: \$150,000 due on August 1, 2024
 - Third Payment: \$150,000 due on October 1, 2024
 - Final Payment: \$100,000 due upon completion and final inspection

We are committed to maintaining the highest standards of quality and safety throughout the duration of this project. Additionally, we will ensure that all necessary permits and insurance are in place prior to commencement.

Next Steps

Please review the attached detailed proposal and draft contract agreement for your consideration. We are available to discuss any adjustments or specific requirements you may have.

I kindly request a meeting at your earliest convenience to finalize the terms and sign the contract agreement. Should you have any questions or need further information, please

do not hesitate to contact me directly at (123) 456-7890 or via email at
contact@abcconstruction.com.

Thank you for considering ABC Construction Services for this project. We look forward
to the opportunity to work with XYZ Developers and deliver a successful project.

Sincerely,

Jane Smith

CEO

ABC Construction Services