

Briefmuster GmbH

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Briefmuster GmbH – Postfach 10 20 30 – 70180 Stuttgart

Mr Jack Gaulder

Heating & Air Conditioning

1410 Second Street

MIDLAND, TEXAS 78699

USA

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Ihr Zeichen: jg

Ihre Nachricht vom: 20..-09-09

Unser Zeichen: kn-im

Unsere Nachricht vom:

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Name: Stella Knitter

Telefon: +49 711 123-49

Telefax: +49 711 123-50

E-Mail: stella.knitter@briefmuster-gmbh.com

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Datum: 20..-09-30

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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 Plaza 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

