[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

To

[The Recipient]  
[The Future Construction Solutions,]

We, at ABC Solutions, are beyond excited to write this response to your construction contract offer but firstly we would like to pay our gratitude for trusting our services and sending us a proposal. ABC Solutions has earned a great name in the marketplace after the vigilance and dedication of half a decade in this field and we are glad you have reckoned it.

As we have reviewed your project proposal thoroughly and we believe it is quite smoothly crafted. All the details are compatible with the services we offer thus we shall carry it out the way you want. Please review our proposed methods and approach in the execution of this contract enclosed in this letter.

Nonetheless, we would also like to bring this into your attention that all the proposed methods are subject to change as per the situation. However, our team will make sure it informs you prior to any amendments.

Hoping for a healthy business relationship,

Mark Joe,  
CEO,  
ABC Solutions