



Email to Request Post-Award Debriefing

INSTRUCTIONS: Type this content onto your business' letterhead and make out to your POC. Be sure to replace all the [Brackets] with your information. Print, sign and mail this letter to the address that receives requests.

[POC Name]
[POC Title]
[POC Company/Agency]

Re: Request for post-award debriefing under RFP/Solicitation No. [RFP no.]

Dear [Contracting Officer's Name]:

[Contractor] respectfully requests a post-award debriefing pursuant to FAR 15.506. This request is timely submitted within three (3) days after the date on which [Contractor] received notification of contract award under RFP No.[RFP no.].

Please confirm receipt and contact me if you need any further information.

Sincerely,

[Your name]
[Title]
[Company]
[Address]
[City, State Zip Code]
[Phone]
[Website]