

Contacting a Contracting Officer Email

Send this email with your Capabilities Statement attached

INSTRUCTIONS: Type this content into a new email made out to your POC's email address. Be sure to replace all the [Brackets] with your information. It will look very unprofessional if you hit send without customizing the email first.

Good day [Mr./Ms./Mrs. Contact Name],

I hope this email finds you well. My name is [Insert Name] and I am contacting you on behalf of my company [Company Name/DBA]. I would like to schedule time to discuss potential opportunities in which my capabilities would be useful in upcoming contracts for [Agency Name].

[Company Name] is a small business certified as [WOSB/VOSB/8a/HUB]. My company has been incorporated for over [##] years with an extensive background in [List Products and Services].

I feel our expertise would be helpful in fulfilling your contracts. I have attached a copy of my Capabilities Statement to give you an overview of my company.

I look forward to your response and our upcoming meeting. I'm sure this relationship will be mutually beneficial.

Your time is appreciated! Have a great day.

Respectfully,

[First and Last Name]

[Title]

[Company Name]

[Cell Phone]

[Website]

