



## Contacting a SADBUs Representative

\*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.

Hello [NAME],

I hope you're doing well.

I see that you're listed as a [POC's Business Title], so I wanted to introduce our firm to you personally.

[Company Name, CO/LLC] is a certified [Socio-Economic Status) business interested in the opportunity to participate in [Agency's Name] acquisitions. We've been in business for over [#] years and have extensive background in [Products/Services].

We would like to take the proper steps to introduce our firm and provide our capabilities to the [AGENCY]. I have filled out the form on the website, but also wanted to contact you personally to see what type of assistance is provided by [POC's Department/Agency].

If you are not able to help, can you please point me in the right direction?

Thank you so much for your time and attention.

Respectfully,

[Full Name]

[Title]

[Business Name]