

## Contacting an Agency Buyer

\*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.

Dear [Mr./Ms./Mrs. Last Name],

I'm writing to introduce [Full Company Name w/ DBA], a GSA Schedule Holder (Contract #[Insert Number] and certified as [Insert All Certifications]. We are interested in doing business with your agency.

We primarily provide [Products/Services] procured under NAICS Code: [#####] – [NAICS Description]. Also, we are heavily engaged under the NAICS Codes: [#####] – [NAICS Description], [#####] – [NAICS Description], [#####] – [NAICS Description] with [Products/Services].

Based on extensive research and experience, our findings show that in the past you've procured [Products/Services] under my NAICS designations listed above. [Company Name, CO/LLC] stands prepared to assist during the market research phase within the acquisition cycle to answer any questions that will help you reach your mission objective.

UEI Number: [#####]

CAGE Code: [#####]

[Company Name]

[Street Address]

[City, State, Zip]

[Company Phone Number]

[Website]

At your earliest convenience I would like to schedule a meeting so we can discuss the best approach in marketing our [services/products] to you and/or your agency. A copy of my company's capabilities statement is attached for your information and review.

\*If applicable, please send me your agencies instructions or link to be added to your small business database for future consideration.

Thank you for your time and your consideration. I look forward to connecting with you soon.

Respectfully,

[Name]

[Title]

[Business Name]