

## Contacting an Agency 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.

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

I hope this email finds you well.

I am a representative of [Company Name]. Our business is a [Set-Aside] firm located in [City, State]. We are currently pursuing [GSA, set-aside certification, bid opportunities, etc..] and are interested in doing business with [Agency].

We would be honored to support your agency in your contracting needs in the areas of [Products/Services]. We are aware of your requirement to procure services to address those needs, and [Company Name] stands prepared to fulfil your obligations.

At your earliest convenience I would like to schedule a meeting so that we can discuss the best approach in marketing our [Products/Services] to you and your agency. A copy of my company's capabilities statement is attached for your information and review. If you would like to do further research on [Company Name], please feel free to visit our website: [Website].

Thank you for your time and your consideration, I look forward to connecting with you in the near future.

Respectfully,

[Name]

[Title]

[Business Name]

[Address]

[City, State Zip code]

[Phone Number]

[Website]