

Email to Find a Partner for a Bid

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 [Contact Name],

[Your Company Name] is interested in bidding for [RFP number/Contract Number/Description/etc.]. We are looking for partners to team up with us.

We are forming a strong team to win the contract and have a solid in-house dedicated proposal team to put the winning response in place.

It is my pleasure to introduce [Your Company Name], a high-growth [Type of Firm] company. We provide our clients with value-added solutions such as [List service]. We live by our philosophy of "turn chaos to order" and would love to help you discover why we are different. We are an SBA small business and a preferred vendor of choice for federal agencies, large enterprises, and mid-sized businesses to provide exceptional [Service].

We are looking for Partners who have experience in:

- [List what services you need to fulfil the obligations]
- [Example: Mold Remediation]
- [Example: Employee Recruitment]
- [Example: Education & Training]

Below are some noteworthy key differentiators of [Your Company Name]:

- [List what makes you better than your competitors]
- [Example: SBA WOSB Certified]
- [Example: Disaster Response Recovery – FEMA Registered]
- [Example: Highly Skilled Professional Staff]

I look forward to meeting with you to see if our companies have the synergy we need to provide the best possible outcome.

Thank you,

[Your Name]

[Your Title]

[Your Company Name]

[Phone]

[Email]

[Website]