

## Contacting a Prime Contractor Email for teaming opportunities

\*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.

Hi [contact's name], hope all is well.

I'm reaching out today to tell you about the services **[Your Company's Name]** provides to companies like yours across the state of [State]. We deliver expert services to organizations in need of strategic partners and tactical support on a contractual basis. The specialized services we provide include:

- [List Your services in order of importance]
- [Example: Strategic Planning]
- [Example: Painting & Pressure Washing]
- [Example: Accounting Support]
- [Example: IT Management]

[Their Company/Department] will benefit from our exceptional service as it enables your company the stability to ensure completion of obligations while eliminating the financial commitment of full-time employees. I thought it would be a good idea for us to connect.

Can you schedule a call next week?

Respectfully,

[Your Name]

[Your Title]

[Your Company Name]

[Phone]

[Email]

[Website]