



Contacting a Prime Contractor Email for subcontracting 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 Name],

I am writing to you today to express my interest in subcontracting with your company. I am the [Title] of [Your Company], a [type of company] company that provides [type of services] to other businesses. With over [#] years experience in the industry, our ability to show excellence in our work is unsurpassed.

I am confident that my company can provide [Their Company Name] with the high-quality services and products that you need. We have a proven track record of success in [List out your main services in order of importance], etc., and we are committed to meeting your deadlines and budget requirements.

I am available to meet with you at your earliest convenience to discuss how my company can partner with yours to provide the best possible experience and satisfy all your obligations. Please do not hesitate to contact me if you have any questions.

Thank you for your time and consideration.

Respectfully,

[Your Name]

[Your Title]

[Your Company Name]

[Phone]

[Email]

[Website]