

Introduction to Government Agency or Municipality

Subject: Construction Services - [Company Name] Qualifications

Dear [Department Head/Procurement Officer],

[Company Name] respectfully submits this letter of introduction to be considered for public construction projects administered by [Agency/Municipality Name]. We are a certified [relevant certifications: DBE, MBE, WBE, veteran-owned, etc.] contractor with comprehensive experience in public sector construction.

Our qualifications include:

- [X] years of experience with government contracts at [local/state/federal] levels
- Current certifications: [list all relevant certifications]
- Bonding capacity: [amount]
- Annual revenue: [amount]
- Key personnel with security clearances (if applicable)

We have successfully completed [number] public projects, including [examples], demonstrating our ability to navigate prevailing wage requirements, compliance documentation, public bidding processes, and stringent oversight protocols. Our safety record exceeds industry standards with an EMR of [number].

[Company Name] maintains full compliance with all applicable regulations, including [relevant laws/requirements], and we have established protocols for Davis-Bacon Act compliance, certified payroll reporting, and EEO documentation.

We request inclusion in your qualified bidders list for projects within our scope of [project types and size ranges]. We have enclosed our Statement of Qualifications, financial statements, bonding letters, and current insurance certificates for your review.

Thank you for considering [Company Name] for future opportunities to serve [jurisdiction].

Respectfully submitted,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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