Request for Letters of Qualification Sample Memo

TO: _____
List name of firm

FROM: _____
Owner

_____ _____
Individual Title

RE: Request for Statements of Qualification

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

_____
Owner

This project's_____
Description

Preliminary requirements are based on studies performed by the _____
Name of committee or group

Attached to this memo are:

1. A list of materials and information that should be included with your Statements of Qualification.
2. A general definition of the preliminary scope of the work.
3. A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged. *(This sentence is optional)*

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on_____
Day and time

TO: _____ _____
Name Title

_____
Address

*Note: May use "architectural," "engineering," or "land surveyors" in place of "design professional," where appropriate