

Date

Click To Insert Address Block

Dear Mr./Ms./Mrs. Addressee Last Name:

SUBJECT: Notice to Short-Listed Proposers, Name of Project/Study, Agreement
Number Insert Number

Congratulations! This letter serves as your notice that you have been placed on Shasta Regional Transportation Agency's (SRTA's) short-list of qualified proposers for the Name of Project/Study, Agreement Number Insert Number. Thank you for responding to SRTA's Request for Proposals (RFP) or Qualifications (RFQ). We realize that a considerable amount of time must be spent to prepare a Proposal or Statement of Qualifications (SOQs) in response to an RFP or RFQ. SRTA's consultant evaluation committee has reviewed and evaluated all of the RFPs or RFQs. The top-ranked proposers submitting a Proposal or SOQ have been placed on a short-list. For SOQs - Only the proposers on the short-list will be asked to submit a technical proposal and cost estimate. Enclosed with this letter is a request for Cost Proposal. Cost Proposals are due on Insert Date.

Project Manager of this office has been assigned the management responsibility for this project. All questions and administrative matters should be directed to Mr./Ms./Mrs. PM Last Name at the above address or at (xxx) xxx-xxx.

Sincerely,

AUTHOR NAME

Author Title

Author Initials/