

Date

Click To Insert Address Block

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

SUBJECT: Request for Cost Proposal for Name of Project/Study, Agreement Number  
insert number

Congratulations! This letter serves as your notice that you have been preliminarily selected as the top-ranked proposer for the Name of Project/Study, Agreement Number insert number. Thank you for responding to Shasta Regional Transportation's (SRTA) Request for Qualifications (RFQ). We realize that a considerable amount of time must be spent to prepare a Statement of Qualifications (SOQs) in response to an RFQ. SRTA's consultant evaluation committee has reviewed and evaluated all of the SOQs. At this time, SRTA requests that you submit a cost proposal for the project. Please provide a cost proposal for the project by date. Failure to provide a complete and detailed cost proposal by the deadline may disqualify your firm from consideration.

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-xxxx.

Sincerely,

AUTHOR NAME

Author Title

Author Initials/