

EXAMPLE LETTER

TO EXPEDITE PROCESSING INFORMATION FOR FIRMS
RESPONDING TO ADVERTISEMENTS, PLEASE SUBMIT YOUR
LETTER OF INTEREST IN THIS EXAMPLE FORMAT. Thank You!

Date _____

Mr. Will Reid
Civil Engineering Director
TDOT Construction Division
505 Deaderick Street, Suite 700
Nashville TN 37243-0236

REF: Letter of Interest to Provide Engineering Services

Dear Mr. Reid:

In response to the December 9, 2014 advertisement on the TDOT Consultant Information/Current Advertisements webpage, we are pleased to submit this Letter of Interest to provide engineering services for the following item:

Contract/Item No. 3

For Letter of Interest purposes, the Contract No. is the advertisement item number referring to the individual project, group of projects, or continuing service, etc.

Description: SR-76 (US79), From East of SR-77 (US 70A) to West of Cutlip Lane, Carroll County

Services to be provided: Survey & Roadway Design

Services of Subconsultant: Surveying

Only the **type** of work is required. Do not list firm name. (If your firm is short-listed later, you'll then name the subconsultant, which must be prequalified or have at least a *pending* prequalification status with TDOT for your firm to be considered any further.)

A current Prequalification Form (DT-0330, Part 1, or CS-100, as applicable) is on file in your office. If you have any questions or need additional information, please let me know.

Sincerely,

John Doe, PE
XYZ Engineers, Inc.
John.Doe@xyzengineersinc.com
(800) 123-4567