

# Request for *Letter of Qualifications*

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To: *(List all firms in alphabetical order)*

From: *(Owner, Contact Person)*

Re: Request for Letters of Qualifications

Your firm is invited to submit your Letter of Qualifications for *(architectural / engineering / surveying)* services related to *(name of proposed project)*.

Project description: *(provide a brief description)*.

Preliminary requirements are based on studies performed by *the (name of committee or organization)*.

Enclosed are the following:

1. A list of information to be included with your Letter of Qualification.
2. A general definition of the preliminary scope of services.
3. A schedule of dates and requirements for the selection process.

A tour of the facility / site will be arranged for firms that are selected for interview.

Your Letter of Qualifications must be received no later than *(time, day, date)* and shall be addressed to:

*(Name and Title)*

*(Address)*