

# My Company Name, LLC.

1234 North Main Street

City: Any Town, State: NY, USA 12345-1234

Tel: (800) 555-1212 • Fax: (212) 555-1234

Dun's # 123456789 • CAGE Code: 1ABC2 • Primary NAICS: 541211

## Sample Introduction Letter to OSDBU

Mr. Charles A. Somebody  
U.S. Department of Everywhere  
1234 Longview Terrence  
Somewhere, USA 54321-4321

Dear Mr. Somebody:

I am a representative of **[insert company name here]**. Our business is a **[select your socio-economic classification(s) - Small, 8(a), Small Disadvantaged, Women Owned, HUBZone and/or Service Disabled Veteran Owned]** firm located in (city, state.) We are interested in doing business with the U.S. Department of the Interior. **[Insert company name here]** has provided exceptional services and products to a number of other government agencies including the Departments of Justice and Labor for example.

It would be an honor to support you in meeting your contracting needs as an agency in the areas of (\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_). **[Insert company name here]** stands prepared to address your natural resources objective as a leading **[the following is just an example]** LEED Platinum Certified Construction Company servicing the Native American communities of our great nation. We are aware of your requirement for large scale educational structures with the latest and most innovative materials and we are confident that our support will help you meet your tight construction schedules.

Within the next several days, I will contact your office to schedule a meeting so that we may discuss the best approach in marketing our services and/or products to your agency. Prior to a possible meeting, I will research your agency's contracting requirements so that I am prepared to have a fruitful conversation that will benefit us both and help us to build a business alliance. A copy of my company's capability statement is attached for your information and review. If you would like to research additional information about my company in addition to our attached capability statement, please visit our website via: **[insert website here]**.

Sincerely,

John Doe  
President and CEO  
**[Insert company name here]**

Attachment