Request for
Letter of Qualifications

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)

Model Form 3