

[Insert date]

Jill Smith, SADBUDirector  
Wright-Patterson Air Force Base  
10265 Chidlaw Road  
Dayton, Ohio 45402

Dear Ms. Smith:

I was referred to your office by the Appalachian Procurement Technical Assistance Center (PTAC) located in Athens, Ohio. This office is assisting my company in our efforts to do business with the Federal government.

ABC, Inc. is a small, minority, and woman owned business that is interested in doing business with your agency. We have twelve employees and were incorporated in 1999. Our core business competencies are information technology services. We are registered in CCR and PRONET (Cage Code 2RBN4). I have enclosed my company's Capability Statement along with my business card for your review and distribution within your agency.

We have interest in both large and small purchase opportunities. We are interested in obtaining a copy of not only your agency's 2005 fiscal year forecast, but also the long-range acquisition forecast. Additionally we would appreciate any information about doing business with Wright-Patterson Air Force Base. If your agency has a mailing list of bid opportunities please add my business. Further, we were interested in learning more about the prime contractors that are affiliated with your agency.

After your review of the enclosed information, I will contact you for a meeting to allow our company to introduce to you, the contracting officer, and program managers our offerings in greater detail. For your convenience, my phone number and e-mail address are:

[jbloggs@abcinc.com](mailto:jbloggs@abcinc.com)  
(414) 123-4567

Thank you for your time. I look forward to establishing a business relationship with Wright-Patterson Air Force Base.

Sincerely,

James Bloggs  
President, ABC, Inc.