

SAMPLE TRANSMITTAL LETTER

Your Company Letterhead

Date: _____

To: _____

We have listed your firm as a reference for the work we have performed for you as listed below. Our firm has submitted a proposal under a project advertised by the Department of Veterans Affairs- White River, 215 North Main Street, White River Junction, VT 05009. In accordance with Federal Acquisition Regulations (FAR), they will evaluate our firm's past performance. Your candid response to the attached questionnaire will assist the evaluation team in this process. We understand that you have a busy schedule and your participation in this evaluation is greatly appreciated. Please complete the enclosed questionnaire as thoroughly as possible. Space is provided for comments. Understand that while the responses to this questionnaire may be released to the offeror, FAR 15.306 (e)(4) prohibits the release of the names of the persons providing the responses. Complete confidentiality will be maintained. Only one response from each office is required.

Please send your completed questionnaire to the following address to arrive NOT LATER THAN August 27, 2012. Do not return them to our company.

Department of Veterans Affairs
Contracting Office
718 Smyth Rd
ATTN: Mary Kay Chapman, Contracting Officer (608/90C)
Manchester, NH 03104
or email to: MaryKay.Chapman@va.gov

If you have questions regarding the attached questionnaire, or require assistance, please contact Mary Kay Chapman at (603) 626-6510. Thank you for your assistance. **E-Mail is preferred.**

Signature and Title