

## SAMPLE LETTER OF INTEREST

Date

Business Name:

Business Owner or Authorized Contact Person:

Business Address:

Business website:

Business Phone:

Contractor Lic #:

License type:

Business Lic #:

Re: Home Hardening Program

Please accept this correspondence on behalf of (Business) signaling our interest in joining the qualified vendor pool for the Home Hardening Program in partnership with North Coast Opportunities.

(Brief description of company details)

We do hereby confirm that we:

1. Can meet the minimum qualifications and supply current documentation upon request.
2. Will agree to the assignment of work process.
3. Will agree to process for changes in the work.
4. Can fulfill general responsibilities.
5. Agree to invoicing and payment procedures.

(Any closing remarks)

Thank you for giving us the opportunity to participate.

Sincerely,

Business Owner

Attachments: Workers Comp, General Liability Insurance