

[Date]

[Contractor Name]

[Contractor Business Name]

[Address]

[City, State, Zip Code]

Re: Notice of Pre-Qualification Status

Dear [Contractor Name],

We are pleased to inform you that [Company Name] has completed the review of your pre-qualification application and supporting documentation. Based on our evaluation of your professional experience, safety records, and financial standing, you have been officially placed on our list of approved independent contractors.

This pre-qualification is valid for [Number] months from the date of this letter, ending on [Expiration Date]. Please note that this status does not constitute a guarantee of work or a contract for services. It signifies that your firm meets our internal requirements to bid on upcoming projects or enter into specific service agreements.

To maintain your pre-qualified status, you are required to:

- Keep all insurance certificates current and on file with our office.
- Notify us immediately of any significant changes in your business structure or licensing.
- Adhere to all safety and compliance protocols set forth by [Company Name].

We look forward to the possibility of working with you. If you have any questions regarding your status or the bidding process, please contact [Department/Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Representative]

[Title]

[Company Name]