

[Date]

[Recipient Name]

[Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LETTER OF PRE-QUALIFICATION

To [Name of Recipient/Selection Committee],

This letter serves to formally confirm that [Your Company Name] has been pre-qualified to submit bids and perform work for [Project Name or Type of Construction Services].

Our firm has undergone a comprehensive review of its financial stability, technical expertise, safety records, and past performance. Based on this evaluation, we are authorized to participate in the following scope of work:

- [Service/Trade 1]
- [Service/Trade 2]
- [Service/Trade 3]

Key Qualification Details:

- **Bonding Capacity:** [Amount per project / Aggregate amount]
- **License Number:** [License Number and State]
- **Insurance:** General Liability, Workers' Compensation, and Umbrella policies are active and meet industry standards.
- **Years in Operation:** [Number] years.

We are committed to maintaining the standards of quality and safety required for this project. If you require additional documentation, such as financial statements or specific project references, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Your Company Name]