

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Subject: Advocacy for Inclusion of [Design Firm's Name] in Contract Bidding

Dear [Recipient Name],

I hope this letter finds you well. I am writing to advocate for the inclusion of [Design Firm's Name] in the upcoming contract bidding for [Project Name/Details]. As a respected leader in the design industry, [Design Firm's Name] has consistently demonstrated excellence in creativity, innovation, and project execution.

With their extensive portfolio and successful track record on similar projects, I believe that [Design Firm's Name] would bring immense value to [Project Name]. Their commitment to sustainability and community engagement aligns perfectly with the objectives of this project.

I urge you to consider their participation in the bidding process. I am confident that their contribution will lead to exceptional outcomes and enriched design solutions.

Thank you for considering this important recommendation. I am looking forward to discussing this further and supporting [Design Firm's Name] in any way needed.

Sincerely,

[Your Name]

[Your Position]

[Your Company]