

# Contractor Qualification Assessment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

## **Subject: Contractor Qualification Assessment**

Dear [Contractor's Name],

We are currently in the process of evaluating potential contractors for [Project Name/Description]. As part of this assessment, we request that you provide us with the necessary documentation and information to help us understand your qualifications.

Please submit the following information:

- Company Profile and Overview
- Relevant Experience and Project References
- Proof of Insurance and Bonding
- Licenses and Certifications
- Financial Statements for the last three years
- Safety Records and Policies

We appreciate your cooperation and look forward to reviewing your qualifications. Please submit the requested documents by [Insert Deadline Date].

If you have any questions or need further clarification, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]