

Contractor Innovation Assessment Request

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are conducting an innovation assessment of our contractors to identify new ideas and technologies that can enhance our projects. We believe your company has the potential to offer valuable solutions which align with our goals.

We kindly request you to provide us with a detailed proposal outlining any innovative services, products, or methodologies that can be applied to our ongoing or future projects. Please include examples of past work, potential benefits, and how these could be integrated into our operations.

We appreciate your prompt response by [insert deadline], as this will assist us in our evaluation process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]