

Letter Template for Contractor Protocol

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Subject: Contractor Protocol for Public Inquiries

Dear [Recipient Name],

We are writing to outline the protocol for handling public inquiries related to the ongoing project [Project Name] under our contract. It is imperative that we maintain a clear and structured approach to ensure that all inquiries are addressed promptly and accurately.

Protocol Overview

1. **Initial Contact:** All public inquiries should be directed to [Contact Person/Department] at [Contact Information].
2. **Response Time:** Acknowledgment of receipt of the inquiry will occur within [X] business days.
3. **Information Disclosure:** Only information that has been approved by [Approval Authority] may be disclosed.
4. **Documentation:** All inquiries and responses will be documented and stored for reference.

We appreciate your cooperation in adhering to this protocol. Should you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]