

Public Procurement Transparency Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Recipient's Name]

[Title]

[Agency/Organization Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Transparency in Public Procurement

I am writing to formally request access to information regarding public procurement activities conducted by [Agency/Organization Name]. As a concerned citizen, I believe that transparency in the procurement process is essential to ensure accountability and integrity.

Specifically, I would like to request the following information:

- Details of recent public procurement contracts awarded in the last [insert time frame], including the names of the winning bidders, contract values, and scope of work.
- The criteria and evaluation process used for selecting the winning bids.
- Any records of communication or documentation related to these procurement decisions.

The information requested is in the public interest and will contribute to increased transparency and trust in the procurement process. I would appreciate your prompt attention to this request.

Thank you for considering my request. I look forward to your timely response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]