

SAMPLE CLIENT AUTHORIZATION LETTER
(Transfer to Company Letterhead)

Dear Client,

We are currently responding to Solicitation Number 75F40121R00014 for Building 15, 53A, B, C, D and Mech Room Roof Replacement at the U.S. Food and Drug Administration (FDA), National Center for Toxicological Research (NCTR), 3900 NCTR Road, Jefferson, Arkansas 72079.

The FDA has placed emphasis on past performance as a key source selection factor and requires that clients of entities responding to the solicitations be identified and their participation in the evaluation process be requested; therefore, enclosed is a (present and) Past Performance Evaluation Questionnaire (PPEQ) for your completion. We are requesting that you complete the questionnaire and send it directly to the Food and Drug Administration (FDA) no later than 2:00 pm central time on May 13, 2021 to Suzanne Martella, Contract Specialist at suzanne.martella@fda.hhs.gov .

If you have questions or require assistance regarding the attached questionnaire, please contact Suzanne Martella, FDA Contract Specialist, at 870-543-7540 or at suzanne.martella@fda.hhs.gov

Thank you for your consideration and prompt response regarding this matter.

Sincerely,

{Offering Entity}