

## *Personal Contact Unsuccessful E-mail Sample*

I am your Procurement Specialist at the Connecticut Procurement Technical Assistance Center (CT PTAC), and I work in the \_\_\_\_\_ office.

My records indicate it has been quite some time since your bid match search profile has been reviewed or updated. I advise clients to review their profile periodically in order to ensure they are receiving the most accurate bid opportunities. I will email you a copy of your current bid match search profile. Please review and contact me with any changes to your profile or any other pertinent information about your business that will enable me to assist you better.

CT PTAC's goal is to support your business endeavors in the government marketplace. We do this in many ways besides bid matching. Our counseling includes assistance in registration with local, state and federal government agencies, proposal and bid preparation, negotiation of contracts, pre-award screening, post-award contract administration, payments/closeouts, clarifying procurement regulations, obtaining specs, standards and technical information, electronic commerce, subcontracting leads with major government prime contractors and seminars and procurement conferences.

If I can be of any assistance to you, please do not hesitate to contact me.

Sincerely,