



U.S. Department of Transportation  
Procurement Office

400 Seventh St., S.W.  
Washington, D.C. 20590  
[www.dot.gov](http://www.dot.gov)

1<sup>st</sup> of September 2002

Attn:  
Company:

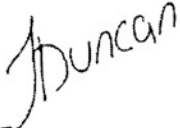
Dear

Our records show that you are currently registered as a prospective contractor for procurements issued by the U.S. Department of Transportation. However after reviewing your record we have noticed that you have not submitted an official application to Central Contractor Registration office.

In September 2002, the procurement plan for 2003 will be finalized. To be eligible for procurement with the U.S. Department of Transportation, you must be registered as a prospective Government Contractor with CCR. If you file your registration application to CCR prior to September 20<sup>th</sup> 2002, you will be able to participate in procurements issued by the U.S. Department of Transportation in 2003. You may also file your registration application directly with U.S. Department of Transportation. In this case, your application will automatically be submitted to CCR.

Attached in this package is the CCR Worksheet. Please complete the worksheet and fax it directly to the U.S. Department of Transportation Procurement office at 1-202-478-2129.

Sincerely Yours,

  
John Duncan  
Senior Procurement Officer  
U.S. Department of Transportation