

**CLIENT LETTER  
(Suggested Format)**

Subject: RFP No. 280-06-0150

Dear {Insert Client}:

We are currently responding to the Department of Health and Human Services, Public Health Services, Substance Abuse and Mental Health Services, Center for Mental Health Services, for the procurement of a contract entitled, "National Resource Center on Homelessness."

The Government is placing increased emphasis in its procurements on past performance as a source selection factor. It requires that clients of entities responding to solicitations be identified and their participation in the evaluation process be requested.

Based on your knowledge concerning our work, please complete the attached Contractor Performance Information and forward it to the following address by no later than **June 19, 2006:**

SAMHSA  
Division of Contracts Management, OPS  
ATTN: James Whitt, Contracting Officer  
5600 Fishers Lane, 1 Choke Cherry Road Bldg, Room 7-1051  
Rockville, MD 20857

Your cooperation is appreciated. Any questions may be directed to: \_\_\_\_\_.

Sincerely,

{Insert Offeror}