

Request for Information Letter for Construction Projects

[Your Company Letterhead] [Your Company Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date]

[Construction Contractor's Name] [Construction Contractor's Company Name] [Construction Contractor's Address] [City, State, ZIP Code]

Subject: Request for Information (RFI) - [Construction Project Title]

Dear [Construction Contractor's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are currently in the planning phase of our upcoming construction project, [Project Name], and we are seeking detailed information to ensure a comprehensive understanding of your company's capabilities and offerings.

To assist us in our decision-making process, we kindly request the following information related to your construction services:

1. **Company Overview:**
 - Provide a brief overview of your company, including its history, size, and areas of expertise in construction projects.
2. **Experience and Qualifications:**
 - Share information about your company's experience in similar construction projects, including relevant qualifications and certifications.
3. **Project Team:**
 - Provide details about the key members of your project team who would be involved in our construction project, including their qualifications and experience.
4. **Safety Protocols:**
 - Share information about the safety protocols and measures your company has in place to ensure a secure and compliant construction environment.
5. **References:**
 - Provide contact information for references or clients who have previously engaged with your company on similar construction projects.
6. **Cost Estimate:**
 - Include a preliminary cost estimate or pricing structure for the construction services you would provide for our project.

If there are any specific formats or guidelines for submitting this information, please provide them along with the requested details. Additionally, we appreciate your prompt attention to this matter, and if possible, we would like to receive the information by [Specify Deadline].

Thank you for your cooperation. We believe that the information provided will significantly contribute to the success of our construction project. Should you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to a positive and collaborative engagement.

Best regards,

[Your Name] [Your Position] [Your Company Name] [Contact Information]