



U.S. Department of Transportation
Procurement Office

400 Seventh St., S.W.
Washington, DC 20590
www.dot.gov

March 03, 2014

To Whom It May Concern,

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 your financial information release form.

Your financial institution's privacy policy may not allow it to release your financial information even to government institutions without your consent; therefore we must have such form on file before we can move on with any procurement decisions.

In March 2014, the procurement plan for the second quarter of 2014 will be finalized. To be eligible for procurement with the U.S. Department of Transportation, you must submit the abovementioned form to us by fax at 443-927-2596.

Please make sure your fax is preceded by a cover page so we may correctly identify your company.

Sincerely yours,

A handwritten signature in black ink, appearing to read "R Schmidt".

Ralph Schmidt,
Senior Procurement Officer