SAMPLE CLIENT AUTHORIZATION LETTER

Dear "Client"/"Customer"/"Respondent":

[Offeror Name] is currently responding to the Federal Aviation Administration's Screening Information Request/Request for Offer (SIR/RFO) No. 6973GH-26-R-00082, HQ Mechanical & Electrical Upgrades construction project. The FAA is placing increased emphasis in an offeror's past performance and experience as an evaluation factor in its procurements. Accordingly, the FAA is requiring that clients of entities responding to its SIR/RFOs be identified and their participation in the evaluation process be requested. If contacted by a representative of the FAA requesting information on work we have performed, you are hereby authorized to respond to such a request.

[Offeror Name] has identified [Customer POC] of your organization as the point of contact based on your knowledge concerning their work. Your cooperation is appreciated. Any questions may be directed to the undersigned.

Sincerely,

Cynthia L. Cooper
Contracting Officer
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