SAMPLE CLIENT LETTER

Dear Client,

We are currently responding to Solicitation Number 75F40126R00051 for Facility Operations and Maintenance Services at the Food and Drug Administration (FDA), Jefferson Laboratories Complex, National Center for Toxicological Research (NCTR), Jefferson, Arkansas. The FDA placed emphasis on past performance as a key source selection factor and requiring that clients of entities responding to their solicitations be identified and their participation in the evaluation process be requested.

Therefore, enclosed is a Present and Past Performance Evaluation Questionnaire for your completion. We are requesting that you complete the questionnaire and electronically send it directly to the Food and Drug Administration at the following email address no later than **1:00 PM Central Time on July 15, 2026**:

The questionnaire shall be emailed to Warren Dutter at warren.dutter@fda.hhs.gov. Again, the questionnaire must be submitted to Mr. Dutter not later than **1:00 PM Central Time on July 15, 2026**.

If you have questions regarding the attached questionnaire, or require assistance, please contact Warren Dutter, FDA Contract Specialist at 301-796-2486 or warren.dutter@fda.hhs.gov.

We thank you for your prompt response in this matter.

Sincerely,

{Offering Entity}