TO EXPEDITE PROCESSING INFORMATION PLEASE SUBMIT YOUR LETTER OF INTEREST IN PARTICIPATING IN THE CONSTRUCTABILITY REVIEW PROGRAM IN THIS EXAMPLE FORMAT. Thank You!

Please submit this Letter to Ms. Shawna Smith @ [Shawna.B.Smith@tn.gov](mailto:Shawna.B.Smith@tn.gov)

# EXAMPLE

**LETTER**

Date \_\_\_\_\_\_\_\_

Ms. Shawna Smith, P.E.

Assistant Director

TDOT Construction Division

505 Deaderick Street, Suite 700

Nashville TN 37243-0236

REF: Letter of Interest to Participate in Coffee Co. on SR-55 Constructability Review

Dear Ms. Smith:

In response to the Department’s upcoming Constructability Review on SR-55 in Coffee County on November 29 – December 1, we are pleased to submit this Letter of Interest to participate in the review process:

**Expertise:**

A current Prequalification Questionnaire is on file in your office meeting the eligibility requirements for this Program. It is understood that participation in the review is voluntary, non-compensable, held individually with one contractor, and will not prevent our company from submitting a bid for the project.

If you have any questions or need additional information, please let me know.

Sincerely,

John Doe, PE

XYZ Construction

John.Doe@ xyzconstruction.com

(800) 123-4567

12/16/21