Date

Mr./Mrs.

Title

Organization

Address

City State and Zip Code

**Re: Minority and Women-Owned Business Enterprise Participation**

**[Project Name/Address]**

Dear [Name]:

[Name of Owner/Developer/General Contractor] is seeking to retain Minority and Women-Owned Business Enterprises, as certified by the City of Chicago or Cook County, to work on the development of [address for project]. [Description of the project, i.e., type of development, height, number of units, etc.]

The construction of this project is anticipated to require participation of the following trades: [identify trades]. It is also anticipated that other services, [identify services such as architectural and other services], will be needed. Relevant information, including the project’s preliminary budget and anticipated schedule, is attached.

Please forward this opportunity to all members of your organization and direct them to contact me at [preferred method of contact] if they wish to be considered for this project.

Thank you in advance for your assistance.

Sincerely,

[Name of Owner/Developer/General Contractor]

Enclosures

cc: [Name of Local Alderman/Aldermen]

[Name of DPD Part I Staff]