|  |  |  |
| --- | --- | --- |
| **Nathan Wald** Administrator  Capital Assets Management | Oklahoma Office of Management and Enterprise Services logo. | **John Suter**  State Chief Operating Officer  OMES Executive Director |

[Date]

[Recipient Name]

[Recipient Address]

[Recipient City, State ZIP Code]

**RE: CAP Solicitation [CAP Project Number]**

**[Building or Project Name]**

**[Address]**

**[City, State ZIP Code]**

Dear [Recipient Name],

Thank you for your participation in the interview process for the subject project. We are pleased to inform you that your firm has been selected to provide your consulting services. I will be serving as the Construction and Properties Project manager for this project, and I look forward to working with you.

Enclosed, please find our contract CAP Form B151. If acceptable, please execute and return to my attention within five business days. I will be contacting you soon to discuss the project further, but in the interim please do not hesitate to contact me with any questions or concerns at [email] or [phone number].

Sincerely,

**[Typed name or signature]**

Enclosure: CAP Form B151 – Standard Form of Agreement between Owner and Consultant

CC: CAM Administrator

CAP Director of Construction

Using Agency

CAP Contract Coordinator

CAM Manager of Contract Compliance