*[Address Fields]*

To: *[\_\_\_\_\_\_\_\_\_\_; we suggest BCCing all Vendors at once]*

CC: hello@calitp.org

BCC: *[\_\_\_\_\_\_\_\_\_\_; insert Vendor email addresses; see Contractor Contact Information in CA DGS’s MSA User Instructions document]*

*[Subject Line]*

AGENCY NAME SOW for CA MSA open-loop contactless fare payments project

*[Email Body]*

My name is *\_\_\_\_\_\_\_\_\_\_* and I’m the ROLE for AGENCY NAME in CITY/STATE.

AGENCY NAME has been working toward the goal of providing a contactless, open-loop fare payment system on our fleet of VEHICLE TYPE/TYPES, with support from Cal-ITP (CCed).

I’m reaching out to start the process of purchasing from the State of California’s Master Service Agreements and would like to receive more specific information from your company, including its pricing for this project.

Attached please find our Scope of Work (SOW) with further details on the project.

Please let me know if you have any questions. We request that your response to this inquiry be received within XX business days (DATE)[[1]](#footnote-0) for consideration.

Thank you,

[SIGNATURE]

1. Unless otherwise specified by the transit provider, the vendor shall respond within five (5) business days of the request. [↑](#footnote-ref-0)