

**SAMPLE LETTER OF WORK NOTIFICATION
TO A DISADVANTAGED BUSINESS ENTERPRISE (DBE) FIRM**

(Background: See Chapter 5: 5-11, 5-17, 5-18, 5-19, and 5-34.)

*Monty M. Montana
Town of Sunrise Community Development Director
600 Cottonwood Street
Sunrise, Montana 5999S*

Western Sky, Inc.
100 Main Street
Great Falls, MT 59401

To Whom It May Concern:

We understand that your firm is an eligible Disadvantaged Business Enterprise (DBE) according to the latest listing provided to us by the Montana Department of Transportation.

You are hereby notified that the Town of Sunrise is advertising for bids from interested firms in regard to construction of water system improvements planned for our community.

A copy of the bid advertisement is attached.

| The deadline for receipt of bid offers is 5:00 pm, Wednesday, May 14, 200___. If you desire further information, please contact me at _____.

Thank you very much.

Sincerely,

Monty M. Montana
Community Development Director
Town of Sunrise

Enclosure

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