(Contractor Approval Letter)

(on CAA letterhead with address)

(*date)*

Dear Contractor,

You are hereby approved for inclusion in the contractor pool for **(*insert name of CAA*)** for their Weatherization Assistance Program.

You will receive a Maine Weatherization Field Guide when you are chosen to bid on a project. Please read the Notice to Contractors for information regarding contacting the homeowner for a site visit. Print the Proposal Form, fill it out and return it to the location as directed in the Notice. Bids will be opened and a Bid Tabulation will be sent to all bidders with the results. You are not required to attend Bid Openings.

I will notify the successful contractor as to when the Pre-Construction meeting is scheduled. After the meeting I will complete the necessary paperwork and then issue the Contractor a written Notice to Proceed.

The program can not pay in advance, only for work in place. When you want a payment send me an itemized invoice in the mail, or by fax at ( # ), or scan to a .pdf file and email to me at

 *( email address* ). I will schedule an inspection and then arrange for payment.

I look forward to working with you in the future.

Best Regards,

(*name of HRT)*

*(title)*

**Firm Name**: (*enter all contact information from application)*

**Mailing Address**:

**Telephone**:

**Fax**:

**E-mail**: