

Your Organization  
address  
city, state, zip

Contractor  
address  
city, state, zip

Subject: Contract #, Project

Dear ,

Congratulations. Our records indicate your firm has won the contract bid on the subject project. We know you are very busy preparing to gathering your resources in preparation of fulfilling your contract. However, we would like to ask you to take a moment to examine the possibilities of presenting a Value Engineering Change Proposal (VECP) under the terms of the contract's Value Engineering Incentive Clause.

The VECP allows you, the contractor, to turn in modifications to the contract that reduce the costs of that contract (while retaining the intended functions). In return for your looking over the contract with this intent, and submitting a VECP; upon approval, you obtain 55% or more of the savings as profit to you, the contractor.

For more information and to learn of assistance systems that can help you attain these goals, please visit on the Internet, [www.vecp.org](http://www.vecp.org).

For actual examples of how the VECP has helped other firms generate additional profits, please visit [www.vetoday.org](http://www.vetoday.org), then select forums, and then, Sharing VECP knowledge.

We look forward to your fulfillment of this contract, and the savings your firms expertise can generate for us, and the added profit you can attain.

Sincerely,

Your Organization

File: CO contractor records