

2017

Dharma Jackson
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To Whom it May Concern:

I am the owner of a small business (WOSB, Minority owned small business) looking to assist federal and/or local state government with its acquisition needs. Please find attached our capability statement, which outlines our specific services and areas of expertise, details our past performance history with specific projects and contract values, highlights relevant awards and commendations, and provides basic resumes of our key management personnel. I would like to set up some time with you via phone or in person, to review available simplified acquisition and bid opportunities that may be suitable for our capabilities.

Thank you for your time and consideration. I look forward to working with you in the future.

Sincerely,

Dharma Jackson
Safety Trainer and Educator

Safety First

Dharma Jackson
Owner, Certified Instructor
Leaf Life Learning, LLC