

Attachment 2- Sample email template notifying potential offerors of RLP posting on SAM.gov

Dear **NAME**,

Thank you for your interest in leasing space to the U.S. General Services Administration (GSA). Request for Lease Proposals (RLP) number **XXXXXXX** has been posted on SAM.gov. You can access the RLP package by either following this **LINK** or by searching the Contract Opportunities domain in SAM.gov using the RLP number. Please reach out to either the Lease Contracting Officer (LCO), **NAME**, or me if you have any questions.

NAME

Leasing Specialist/Broker

CONTACT INFORMATION (E.G., MAILING ADDRESS, PHONE NUMBER)