Outreach email example,

**Subject:** Upcoming opportunity to do business with the state of Washington

Interested Parties,

[Agency] has an upcoming opportunity. We are looking for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is an opportunity for a creative and committed professional with strong collaborative, public outreach, and project coordination skills.

If you are interested in submitting a proposal for this opportunity with [Agency], you will be required to be registered in [Washington’s Electronic Business Solutions (WEBS)](https://fortress.wa.gov/ga/webs/).

When registering in WEBS, you will need to select all applicable commodities. If interested in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ opportunity, please include any or all commodities listed below.

* 961-96-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 962-58-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 918-85-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* 958-74-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any questions, feel free to contact the,

**Procurement Coordinator**

phone number | email address

***For additional information and resources.***

[Doing Business with the state of Washington](https://des.wa.gov/services/contracting-purchasing/doing-business-state) this link provides information on how to do business with the state of Washington. It includes how vendors can register in WEBS and receive notifications of future procurement opportunities.

[Procurement Technical Assistance Center (PTAC)](https://washingtonptac.org/) – a resource that assists the business community with all aspects of selling their products/services to state government including help with navigating the State’s solicitation process.