



[Request for Information (RFI) Cover Letter Template]

[Insert Date]

To: All Interested Suppliers

Re: Request for Information

Indiana University of Pennsylvania (IUP) of the Pennsylvania State System of Higher Education (PASSHE) is requesting information regarding *[insert brief description of services/supplies]*. IUP invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge of services and supplies available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. **No contract will result from any response to this RFI.**

Information submitted in response to this RFI will become the property of IUP. IUP will not pay for any information herein requested nor is it liable for any costs incurred by any supplier.

We appreciate your response to this request.

Best regards,