

Date

Arkansas State Board of Architects,  
Landscape Architects, & Interior Designers  
101 E. Capitol Ave, #110  
Little Rock, AR 72201

INTENT TO RESPOND TO RFQ

To Whom It May Concern,

*Firm Name* intends to respond to an RFQ issued by the University of Arkansas regarding the Anthony Center for Design and Material Innovation, due Tuesday, October 29, 2019. We are writing in request of a qualifying letter, stating that *firm name* is eligible for licensure in the State of Arkansas.

Please find attached a copy of a search of the National Council of Architectural Registration Board database indicating that *name* is currently certified by NCARB. We are including *his/her* record number and certificate number for your reference.

Please notify us of your receipt of this request, and if possible, provide a digital copy of the letter sent to the email address below. Please also send a physical copy to our mailing address.