

Template: Sample Cover Letter

[Date]

[Contact name]

[Position]

[Organization]

[Mailing Address]

Dear *[contact name]*:

Subject: RFP for *[type of service]*, *[RFP number]*

We are very pleased to submit *[your organization's name]* proposal in response to your RFP to provide *[type of service]*. The attached document outlines our proposed approach to the project and addresses the information requirements that were outlined in the RFP.

With over *[years]* of experience, our firm has the in-depth knowledge and experience to undertake this initiative on behalf of the *[potential client organization]* – and to complete it effectively: on time and on budget. Our staff consists of *[type of expertise of staff, e.g. engineers, registered massage therapists, chefs, etc]*, who have a proven track record of providing solutions to organizations in the area of *[type of subject area or product you are offering]*.

[Highlight what makes your organization stand out – is it your team? Is it cost? Is it proximity to the location?]. [Highlight any previous experience you have that is relevant to the project.]

We would be pleased to answer any questions you might have regarding our submission.

Thank you for the opportunity to submit our proposal for your consideration.

Sincerely,

[Your contact information]

Encl. **Technical Proposal:** *[number required]* hard original copy plus *[number required]* hard copies and *[number required]* soft copy (electronic – CD Format);

Financial Proposal: *[number required]* hard original copy plus *[number required]* hard copy and *[number required]* soft copy (electronic – CD Format)