

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)