



SAMPLE

SAMPLE REQUEST FOR PROPOSAL (RFP) COVER LETTER

Last Updated: 5/13/2010

PRINT LETTER ON ORGANIZATION LETTERHEAD

[Date]

[Consultant First Name] [Consultant Last Name]
[Organization]
[Street Address]
[City], NY [ZIP]

[Salutation]:

[Name of organization] invites the submission of proposals for the preparation and implementation of a development strategy for the [name of area] commercial district in [borough]. This commercial district is located at [describe location, include boundaries].

[Name of organization], under a contract with the New York City Department of Small Business Services, seeks to revitalize this commercial strip by attracting new development to meet the current and future needs of this community. It is the organization's objective to identify development opportunities, encourage the development of unused or misused space, reinforce commercial activity, expand the variety of goods and services offered to the market area, and increase general safety. A more complete scope of services is outlined in the following pages. The organization, with the Department of Small Business Services, will use the information gained from the development strategy to develop and implement a commercial development program in the target area.

The selected consultant will contract with [name of organization] under the supervision of the Department of Small Business Services. There will be a pre-proposal meeting at [address] on:

[Date]
[Time]

The deadline for submitting proposals is [date]. The projected date for contract commencement is [date].

All correspondence pertaining to this proposal should be directed to my attention at [organization address]. If you have any questions, please contact me at [email address and telephone number].

Sincerely,

[Name and Title]

cc: [Name of SBS Contract Manager]