

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Government Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to express our intent to submit a proposal for the [specific contract name or number] with [Government Agency Name]. Our company, [Your Company Name], is committed to delivering exceptional services and solutions that meet the requirements outlined in the Request for Proposal (RFP).

With our extensive experience in [briefly describe relevant experience or services], we are confident in our ability to fulfill the needs specified in the contract. We have assembled a dedicated team of professionals who are eager to ensure the project's success.

We look forward to the opportunity to present our proposal and discuss how we can contribute to [Government Agency Name]'s objectives. Please feel free to contact us at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your consideration. We are excited about the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]