

Proposal Submission Letter

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Government Agency]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit our proposal for [Project/Contract Name] in response to [RFP Number or Title] issued on [RFP Release Date]. Our team at [Your Company Name] is eager to provide our expertise in [Brief Description of Services/Products] to meet the needs of your esteemed agency.

Enclosed with this letter, you will find our detailed proposal which outlines our approach, project timeline, and budget estimate. We believe our innovative solution aligns well with your goals and objectives.

We look forward to the opportunity to discuss our proposal further and explore how we can contribute to the success of [Government Agency/Project Name]. Thank you for considering our submission.

Sincerely,

[Your Name]
[Your Title]
[Your Company]