

## Sample Unsolicited Proposal Submission Cover Letter



**My Company**  
12345 My Street  
My Town, CA 922XX  
1-760-123-4567 Fax: 1-760-123-4568

Today's Date

Mr. TC Dowden  
MCCS Contracting Officer  
Box 788150 (Building 1533)  
Twentynine Palms, CA 92278-8150

### Re: Unsolicited Proposal for Widget Concession

Dear Mr. Dowden,

Thank you for the opportunity to conduct business with MCCS Twentynine Palms. We have a great idea for opening a new business on base and are pleased to submit our proposal for a Widget concession onboard the Marine Air Ground Combat Center (MCAGCC).

Our proposal is built on proven success-based methodologies for providing Widgets to the Marines, dependents, retirees and other authorized patrons at competitive prices and with world class customer service. We value the sacrifice our armed service members contribute to the nation's security and stand ready to do our part by providing the Widget concession.

The following individuals, together or individually, are authorized as signatories and to negotiate on behalf of MyCompany relating to terms, conditions, Widget pricing, and concession percentage:

1. Mr. L M. Owner, MyCompany president [pres@MyCompany.net](mailto:pres@MyCompany.net)
2. Mr. A I B. Reddy, MyCompany vice-president [vice@MyCompany.net](mailto:vice@MyCompany.net)

This is shown only as an example of a percentage. You must determine what an acceptable percentage is to be.

We intend to offer a commission percentage of **22%** for this business. MyCompany is ready to begin operations within **30** days of contract award. This proposal will remain valid for sixty (60) days.

As required:

*"The undersigned solemnly declares and certifies that the enclosed financial statement is a full, true, and correct statement of the financial conditions as of the date indicated, and that there have been no material changes adversely affecting the financial condition except as set forth herein. Further, it is agreed and understood that at the sole option of MCCS, any information which is found to be incorrect, incomplete, or misleading as to any matter relied upon for in evaluation of proposals may constitute unqualified cause for termination of such contract."*

Should you desire or require any clarifications, please don't hesitate to contact me at the email or call at the above contact points.

**NOTICE:** This sample proposal is provided **only as an example of acceptable formatting**. It is not intended to suggest "correct" answers to form questions or any other information provided by a proposal. The proposal should be carefully and individually prepared based you're your factual business information.

Please be aware that the completeness and professionalism of your proposal will be a factor in whether or not we pursue a contract with you. Present your vision!

This statement is mandatory and **must** be included in the signed cover letter.

# Sample Unsolicited Proposal Letter

**United States. National Aeronautics  
and Space Administration**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the NASA text box.

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## Sample Unsolicited Proposal Letter Introduction

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