

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
2. Mr. A I B. Reddy, MyCompany vice-president 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

Michael Erickson



Sample Unsolicited Proposal Letter:

The Business Writer's Companion Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu, 2010-12-22 An easy access guide to the most common types of business writing and communication The Business Writer's Companion places writing in real world context with hundreds of business writing topics and more than sixty sample documents Always anticipating the needs of today's business writers the sixth edition includes updated information on the technologies that are integral to workplace writing and offers tips about professionalism **BOOK COVER** *So You Want To Be A Government Contractor* Michael Erickson, 2012-04-06

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expanded instruction for electronic submissions updated formatting and submitting guidelines and new insider tips from top agents and editors With strong and weak sample query letters novel synopses articles nonfiction book proposals manuscript pages scripts and more you ll see exactly what works and what doesn t Plus each sample page features individual callouts to clearly identify and explain critical elements so that you don t miss a thing With this all encompassing guide you ll discover everything you need to make your work look professional polished and publishable

Research in Technical Communication Michael G. Moran, Debra Journet, 1985 This sourcebook demonstrates the vigorous work being done in the field of technical and scientific communication Collectively the essays offer researchers a basis from which to begin constructing the theoretical framework necessary for the study of technical communication The book begins with general concerns and progresses to particular applications The chapters comprising Part I outline larger theoretical perspectives from which to examine technical communication humanistic approaches to technical communication the history of technical communication communication theory and technical writing and the teaching of technical writing Part II examines the relationship of technical communication to traditional rhetorical concerns such as invention audience modes of organization and style Specific types of technical communication proposals reports and business correspondence among others are discussed in Part III The use of the computer oral presentations and specialized forms of technical communication are examined in Part IV The appendixes offer guides to textbooks and style manuals and an overview of the technical writing profession

Board of Contract Appeals Decisions United States. Armed Services Board of Contract Appeals, 1972 The full texts of Armed Services and other Boards of Contract Appeals decisions on contracts appeals

Space Science & Applications Notice, 1984

Proposal Writing William S. Pfeiffer, 1989

Competition in Contracting Act of 1983 United States. Congress. Senate. Committee on Armed Services, 1983

A Guide to NASA Policies and Procedures for Grants and Research Contracts United States. National Aeronautics and Space Administration, 1965

Children's Writer's & Illustrator's Market 2020 Amy Jones, 2019-12-03 The Most Trusted Guide to the World of Children's Publishing The 32nd edition of Children's Writer's and Illustrator's Market is the definitive and trusted guide for anyone who seeks to write or illustrate for kids and young adults If you're a writer or an illustrator for young readers and your goal is to get published CWIM 2020 is the resource you need In this book you'll find more than 500 listings for children's book markets including publishers literary agents magazines contests and more These listings include a point of contact how to properly submit your work and what categories each market accepts This edition also features Interviews with bestselling authors including Cassandra Clare N K Jemisin Jacqueline Woodson Leigh Bardugo and more Craft articles on topics ranging from P O V mocking up picture books and including diverse characters Business articles on topics such as making the most of your platform tracking submissions and blocking out distractions when you write and much more

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This book delves into Sample Unsolicited Proposal Letter. Sample Unsolicited Proposal Letter is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Unsolicited Proposal Letter, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Unsolicited Proposal Letter
 - Chapter 2: Essential Elements of Sample Unsolicited Proposal Letter
 - Chapter 3: Sample Unsolicited Proposal Letter in Everyday Life
 - Chapter 4: Sample Unsolicited Proposal Letter in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Sample Unsolicited Proposal Letter. This chapter will explore what Sample Unsolicited Proposal Letter is, why Sample Unsolicited Proposal Letter is vital, and how to effectively learn about Sample Unsolicited Proposal Letter.
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4. In chapter 3, this book will examine the practical applications of Sample Unsolicited Proposal Letter in daily life. This chapter will showcase real-world examples of how Sample Unsolicited Proposal Letter can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Sample Unsolicited Proposal Letter in specific contexts. The fourth chapter will explore how Sample Unsolicited Proposal Letter is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Sample Unsolicited Proposal Letter. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Unsolicited Proposal Letter.

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Table of Contents Sample Unsolicited Proposal Letter

1. Understanding the eBook Sample Unsolicited Proposal Letter
 - The Rise of Digital Reading Sample Unsolicited Proposal Letter
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Unsolicited Proposal Letter
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Unsolicited Proposal Letter
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Unsolicited Proposal Letter
 - Personalized Recommendations
 - Sample Unsolicited Proposal Letter User Reviews and Ratings
 - Sample Unsolicited Proposal Letter and Bestseller Lists
5. Accessing Sample Unsolicited Proposal Letter Free and Paid eBooks
 - Sample Unsolicited Proposal Letter Public Domain eBooks
 - Sample Unsolicited Proposal Letter eBook Subscription Services
 - Sample Unsolicited Proposal Letter Budget-Friendly Options
6. Navigating Sample Unsolicited Proposal Letter eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Unsolicited Proposal Letter Compatibility with Devices
 - Sample Unsolicited Proposal Letter Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Unsolicited Proposal Letter
 - Highlighting and Note-Taking Sample Unsolicited Proposal Letter
 - Interactive Elements Sample Unsolicited Proposal Letter

8. Staying Engaged with Sample Unsolicited Proposal Letter
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Unsolicited Proposal Letter
9. Balancing eBooks and Physical Books Sample Unsolicited Proposal Letter
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Unsolicited Proposal Letter
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Unsolicited Proposal Letter
 - Setting Reading Goals Sample Unsolicited Proposal Letter
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Unsolicited Proposal Letter
 - Fact-Checking eBook Content of Sample Unsolicited Proposal Letter
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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