

Proposal Cover Letter – Template

Template guidance reviewed 9 September 2026. Replace bracketed prompts with verified information. Follow the specific solicitation, amendments and submission instructions; this template does not determine eligibility or compliance.

[Date]

[Contracting Officer name] · [Agency] · [Address]

Re: [Solicitation number] – [Title]

Dear [Contracting Officer]:

[Company legal name] submits [identify proposal or quotation and enclosed volumes] in response to [solicitation number and amendments]. [State the scope offered and only those commitments the authorized signatory has approved.]

Offeror identification

UEI: [____] CAGE: [____] NAICS: [____] Business size / set-aside status: [____]

Point of contact

[Name · Title · Email · Phone]

Commitment

[State the offer-acceptance period required by the solicitation and confirmed by the authorized signatory. Identify any permitted exceptions in the required location, or state no exceptions only after review. Complete required forms and amendment acknowledgments; this cover letter does not replace them.]

Respectfully,

[Authorized signatory · Title · Company]