**Annex A Cover Letter Template**

[Party: Insert date]

[Insert name of point of contact for RFCP]

[Insert designation of point of contact for RFCP]

[Insert project name]

[Insert "Chemonics International Inc."]

[Insert project office address]

Reference: Request for Concept Proposals No. 1

Subject: [Party: Insert name of your organization]’s concept proposal

To cfda\_procurement@chemonics.com:

[Party: Insert name of your organization] is pleased to submit its concept proposal in regard to the above- referenced request for concept proposal. For this purpose, we are pleased to provide the information furnished below:

Name of Organization’s Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxpayer Identification or

Registration Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UEI Number *(if available)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are further pleased to provide the following annexes containing the information requested in the RFCP (*list title of all submitted annexes*).

1. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the Party is registered.

Name of Submitted Documentation

Name of Submitted Documentation

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Party: Insert name of your organization's representative]

[Party: Insert name of your organization]