

SAMPLE COVER LETTER

Date

Mr. Paul Rinaldi, on behalf of the Boston Consortium  
Ethos  
555 Amory Street  
Jamaica Plain, MA 02130

Dear Mr. Rinaldi:

Attached is our organization's proposal for the provision of services to the clients of **(place a check next to each ASAP you are proposing to contract with):**

- ☐ Boston Senior Home Care (Lincoln Plaza, 89 South Street, Suite 501, Boston, MA, 02111)
- ☐ Central Boston Elder Services (2315 Washington Street, Boston, MA 02119)
- ☐ Ethos (555 Amory Street, Jamaica Plain, MA 02130).

To clarify any aspect of individual:

response, you may contact the following

Name  
Title  
Telephone  
Email

\_\_\_\_\_ is the legal name under which the organization conducts business. As the authorized signatory for \_\_\_\_\_, I affirm that my organization is not under federal or state debarment. I further acknowledge, that I have read the relevant contract forms and required attachments for the service(s) \_\_\_\_\_ proposes to provide, and I agree to comply with all of the terms contained therein. I understand that if I am awarded a contract through this procurement, I will be monitored against these requirements and must be able demonstrate that my organization is in compliance.

I certify that my proposal (select one):

- A. \_\_\_\_\_ was written by an individual who **is** employed by **(Your Organization)**;
- B. \_\_\_\_\_ was written by an individual who **is not** employed by **(Your Organization)**. Please enter the name of the person who prepared your proposal \_\_\_\_\_.

Sincerely yours,

Signature Authorized Representative

4/27/2022