

SAMPLE "REQUEST FOR PROPOSAL LETTER (RFP) (Type on Local Education Agency (LEA) Letterhead)

DATE: _____

TO: _____
FSMC Name, Address & Contact Person

Dear _____:

Request for Proposal

The _____ will accept proposals for the School Food Service
(Name of LEA)

Operation for the _____ school year on _____.
(Indicate Year) (Date & Time for Proposal)

The current **FSMC** Directory issued by the NJ Department of Agriculture – Bureau of Child Nutrition indicated that _____
(Name of FSMC)

is interested in conducting business in _____ County.
(Name of LEA's County)

If your company is interested in submitting a proposal for this service, please contact:

Name of Contact

Address

Address

_____, NJ
City

(_____) _____
Telephone

(_____) _____
Fax

E-Mail

The specifications will be mailed to you return receipt requested.

If your firm is not interested in submitting a proposal, submit a letter of explanation on corporate letterhead. Regulations require food service management companies to respond in writing to each request for proposal.

Sincerely,

Name

Title