

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Resubmission of Proposal

Dear :

I am resubmitting the proposal that I originally submitted on {date}. Perhaps due to the influx of proposals that were entered during that time, my proposal may have been overlooked.

Please contact me if you have any questions.

Sincerely,

N A M E