

Letter of Transmittal for "Proposal Name"

Sender's Name
Title/Position of Sender
Sender's Company
Sender's Street Address
Sender's City, State, Zip code

Phone: 555-555-5555
Fax: 123-123-123456
Email: abc@example.com

Attention: RI Innovation Campus RFP
c/o RI Executive Office of Commerce
317 Iron Horse Way, Suite 203
Providence, RI 02908 U.S.A.

Dear RI Innovation Campus Review Committee,

[You may wish to include brief paragraph here that may contain the title of and a brief overview of your response.]

[You may wish to conclude with a sentence noting: "If you have any questions on these matters, please contact (principal contact) at (phone number)."]

Sincerely,

["Typed name here"]
["Typed position/title here"]

Enclosure: ["Accompanied proposal name here"]

["Signature of Designated Official above line here"]

["Print Date above line here"]

["Type Name of Designated Official under line here"]

Date