

[Date]

Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ Insurance Agency  
\_\_\_\_\_  
\_\_\_\_\_

**Re: Request for Proposal for Insurance Coverage for  
\_\_\_\_\_ County Land Reutilization Corporation**

Dear Mr./Ms. \_\_\_\_\_:

Please accept this letter as a request for you to provide us with a proposal for insurance services for the above named, not-for-profit corporation.

You are one of three parties that we have selected to submit a proposal to provide the necessary services. Based on your submittal, we will make a determination whether to use all, none, or part of your company's services to fulfill the insurance needs of this new entity.

Attached you will find a proposed scope of coverage. We would appreciate it if you could submit your proposal in writing (three copies) by the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_. It is our intention to make a decision by the end of the following week in order that we can place insurance by the time the new corporation is ready to commence operations, which is tentatively scheduled to be in the last week of \_\_\_\_\_.

I thank you in advance for your prompt attention to this matter. The enclosed Request for Proposal addresses the time frames and manner for responding, and for submitting questions. Thank you for your attention to this matter.

Very truly yours,

\_\_\_\_\_, President