

[Your letterhead, if desired; if not, your return address]

[Date of letter-month, day, and year]

Shirley Bondon, Executive Director
Aging Commission of the Mid-South
2700 Union Avenue Extended, Suite 1000
Memphis, TN, 38112

RE: RFP - OFFICIAL ELECTRONIC MAIL SENT VIA EMAIL. NO HARD COPY TO FOLLOW

Dear Ms. Bondon:

[Sender's Business Name] plans to submit an application to provide [service(s) you plan to provide] in response to the Commission's Request for Proposals (RFP). Proof that I have operated a business providing services(s) for a minimum of 12 month is attached.

Best regards,

[Signature]

[Title]

[Type Sender's first and last names]

Enclosure (1)