

SAMPLE PROPOSAL LETTER

(On your group's letterhead)

March 30, 2003

Ms. Jane Pauley
Jane's Pizza
123 Main Street
Bronx, NY 10055

Dear Ms. Pauley,

I am pleased to invite Jane's Pizza's to become the exclusive food provider for the **St. James Family Day Clean-Up**, scheduled for Saturday, June 17 in St. James Park.

The event will run from 10:00am to 2:00pm, and we expect over 200 families from all over our neighborhood to be there to clean up the park, plant bulbs, and paint benches, basketball and handball court lines. The event will also include a neighborhood barbeque, face painting, puppet shows, and a presentation by Bronx Councilmember Anthony Martinez. We expect the event to draw over 500 people in all, not to mention passersby on Jerome Avenue.

We will recognize your support on our promotional flyers, our event program, and signs we will have up on the day of the event. Councilmember Martinez and John Smith will also recognize you in their remarks to the assembled neighbors. I think it will be a good way to raise your name recognition in the neighborhood.

I hope you will be able to be a part of this effort to improve one of our neighborhood's most valuable assets. I look forward to answering any questions you may have.

In the meantime, best of luck with your business. I look forward to speaking with you in the coming days.

Sincerely,

Matt Lauer
Friends of St. James Park
718-555-1212