**Sample Letter to Request Proposals from Consultants**

*Date*

*Consultant Address*

Dear *Consultant* :

The (*local entity)* has been approved by the Indiana Department of Natural Resources to receive Lake and River Enhancement (LARE) funding for a (*type of)* Study for the (*location and name of County)* . We are requesting proposals in order to select a consultant to conduct the study.

If your firm is interested in submitting a proposal, please notify (*name of contact)* at (*contact numbers)* within (*date for one week from letter posting)*. We request completed proposals by (*date for three weeks from letter posting)*. Please contact me if you cannot meet this timeframe and would still like to be considered for this project. An electronic copy of the proposal is acceptable, but at a minimum please send one copy of the original proposal to our address as listed above and two copies of the proposal, one of each to the following addresses::

 XYZ

 ABC

Enclosed you will find an outline of the proposal guidelines for the LARE program.

If you have any questions regarding the technical requirements for the program, please feel free to contact one of the LARE Staff:

XYZ (e-mail) ………..or phone ………….. ABC (e-mail) ----------------or phone ----------------

XYZ (e-mail) ---------------- or phone ---------------------

ABC (e-mail) ---------------- or phone ---------------------We look forward to hearing from you.

Sincerely,

Representative Project Sponsor

October 2013