

SAMPLE “REQUEST FOR PROPOSAL” LETTER (RFP)
Type on School Food Authority (SFA) Letterhead

May 20, 2015

Catering Name, Address & Contact Person

RE: Catering Request for Proposal

Dear _____:

The **Prescott Valley Charter School** desires to contract with a Caterer to operate the school’s food service. Attached is a copy of the Request for Proposal (RFP) number **PVS 2016** and a copy of the RFP. Proposals will be accepted until **June 30th by 5:00 pm** at **Prescott Valley Charter School 9500 Lorna Lane Prescott Valley, AZ 86314**. For more information contact:

Monika Fuller

**Prescott Valley Charter School
9500 Lorna Lane
Prescott Valley, AZ 86314**

(928) 772-8744

mfuller@prescottvalleyschools.com

If your firm is not interested in submitting a proposal, please submit or email a letter of explanation on Caterer corporate letterhead to **Prescott Valley Charter School**.

Sincerely,

**Monika Fuller
Prescott Valley Charter School**