

**DATE**

Mr. Reginald J. Johnson, Director  
Community Development Department  
City of Durham  
101 City Hall Plaza  
Durham, NC 27701

Dear Mr. Johnson:

**NAME OF APPLICANT ORGANIZATION** is submitting a proposal in response to the City’s Request for Qualifications (RFQ) for a Marketing Communications Firm. The undersigned, whose title and position with the applicant are stated next to or beneath his or her signature, has the authority to submit this proposal (including this cover letter) on behalf of the applicant in response to the City of Durham’s RFQ.

Unless otherwise clearly stated in this response to the RFQ, our proposal accepts the terms and conditions stated in the RFQ, including the description of services to be performed and the provisions of the contract to be signed. **IF APPLICABLE: The undersigned applicant has read all the addendums issued by the City for this RFQ, through and including Addendum No. \_\_\_\_.**

The applicant is not submitting any trade secrets to the City in connection with this proposal or the contract; if the contract is awarded to the applicant, the applicant will not submit any trade secrets to the City in connection with this proposal or the contract. The applicant acknowledges that the City will rely on the preceding sentence.

This proposal is not an offer, and the applicant retains the right to decline to enter into a contract with the City for this project.

Sincerely,

**Signature**

**Name of Applicant (typed)**

ACKNOWLEDGEMENT

Type/print the name of Notary Public signing this acknowledgment: \_\_\_\_\_

Place where acknowledgment occurred: County of \_\_\_\_\_, State of \_\_\_\_\_

Notary’s residence : County of \_\_\_\_\_, State of \_\_\_\_\_

I, the Notary Public named above, certify (1) the individual named above personally appeared before me this day, (2) I have personal knowledge, or satisfactory evidence, of the individual’s identity; and (3) the individual acknowledged signing the foregoing cover letter.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

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