# ATTACHMENT A

## COVER LETTER TEMPLATE

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| **Date:** |  |  |
|  |  |  |
| **Applicant:** |  | | **Phone:** |  |
| **Address:** |  | | **Fax:** |  |
|  |  | | **Email:** |  |
|  |  | | **Web:** |  |
| **Project**  **Contact:** |  | | **Title:** |  |
|  |  | |  |  |
| **Minimum Qualifications Required to Submit Proposal:**  **Yes / No**  /  Are you legally authorized to do business in the State of California?  /  Do you maintain a regular place of business in the State of California?  /  Do you have a minimum of five (5) years of experience in media communications services?  /  Do you have prior experience working with government agencies? | | | | |