

“Your business or individual letter head, including address and contact information”.

Date:

To: Smithsonian Marine Station
Smithsonian Marine Ecosystems Exhibit

Re: Proposal for part-time Aquarium husbandry contractor
Smithsonian Marine Station
Smithsonian Ecosystems Exhibit

Dear Mr. Hoffman

I hereby offer my services on projects related to maintaining the Smithsonian Marine Ecosystems Exhibit’s living collections according to established guidelines, Sunday through Thursday as specified by my proposed schedule below.

My responsibilities would include, (Summarize in one paragraph or use the list of the “Deliverables” included on the SOW).

I am ready to offer my services beginning on (list start date and end date of the contract) and am open to the possibility of an extension (if true). I will work full-time Sundays through Thursdays.

My desired compensation for the above-mentioned services during the designated time period would be at a rate of \$ ____ /hr for a total of \$____ over the entire performance period.

I look forward to hearing from you soon.

Sincerely,