[Contractor's Name]

[Contractor's Address]

[Contractor's Email]

[Date]

Office of Superintendent of Public Instruction

Beginning Educator Support Team

600 Washington St. SE

Olympia, WA 98504

To whom it may concern:

I submit herewith a proposal for contract work as [role(s)] with the Beginning Educator Support Team at the Washington State Office of Superintendent of Public Instruction.

[Name, address, and telephone number of each Consultant]

[Location of the facility from which the Consultant would operate]

Please find the attached materials in support of my proposal:

* Signed Certifications and Assurances
* Completed and signed Contractor Intake Form
* Application
* Affirmations and Availability Checklist
* Resume
* References
* Past Performance

Sincerely,

[Contractor's Name]