

Enter your individual letter head, including address and contact information, here.

Date:

To: Smithsonian Marine Station  
Smithsonian Marine Ecosystems Exhibit

Re: Proposal for full-time Aquarium education contractor  
Smithsonian Marine Station  
Smithsonian Ecosystems Exhibit

Dear Mr. Hoffman

I hereby offer my services to support the educational activities at the Smithsonian Marine Ecosystems Exhibit Tuesday through Saturdays as specified by my proposed schedule below.

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

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 Tuesdays through Saturdays.

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,