Attachment 1

Sample

Letter of Interest

*or*

Letter to Receive RFP Updates and Modifications

Christina Egan, PhD, Deputy Director

Division of Infectious Diseases

Wadsworth Center

NYS Department of Health

David Axelrod Institute

120 New Scotland Road

Albany, NY 12208

Re: RFP #

RFP Title

Dear \_\_\_\_\_\_\_\_\_\_:

This letter is to indicate our interest in the above Request for Proposals (RFP) and to request: *(please check one)*

* That our organization is notified, via the e-mail address below, when any updates, official responses to questions, or amendments to the RFP are posted on HRI’s website: <http://www.healthresearch.org/funding-opportunities/>.

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* That our organization is unable or prefers not to use HRI’s website and requests the actual documents containing any updates, official responses to questions, or amendments to the RFP be mailed to the address below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,