[Your Company Letterhead]

[Date]

CGIAR Procurement

[smo-bidding@cgiar.org](mailto:smo-bidding@cgiar.org)

**Subject: Intention to Submit Proposal for Creative & Public Relations (PR) Agency**

Dear CGIAR Procurement,

We are writing in response to your Request for Proposal (RFP) dated March 24, 2025, for the Creative & Public Relations (PR) Agency. With this letter, we confirm our intention to submit a comprehensive proposal for your consideration.

We understand the importance of the confidentiality and non-disclosure terms as outlined in section 7 (a) of the RFP document. We hereby agree to abide by these terms. Our team is committed to maintaining the highest level of discretion and confidentiality with all information CGIAR provides on CGIAR Centers, and we trust and ask hereby kindly that non-public information provided by [Company Name] to CGIAR is maintained strictly confidential likewise.

We also confirm having reviewed section 7(d) of the RFP about Contracting, and if applicable, we are attaching our template or clauses for your consideration.

By submitting this letter, we are expressing our serious interest in partnering with CGIAR. We believe that our experience and expertise align well with the requirements and expectations outlined in your RFP.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Company Name]

[Company Address]

[City, State, Zip Code]