

**NOTE: PLACE THIS LETTER ON YOUR COMPANY'S
BUSINESS LETTERHEAD**

Susan C. Nasté, NCLB Contract Coordinator
New York City Department of Education
Division of Contracts and Purchasing
65 Court Street -12th Floor
Brooklyn, N.Y. 11201

Re: **NCLB-SES APPLICATION COVER LETTER**

Dear Ms. Nasté:

(INSERT - SED APPROVED PROVIDER'S NAME HERE)

is pleased to submit the:

**NCLB-SES (insert year) APPLICATION TO ENTER INTO A CONTRACT WITH NEW YORK CITY
DEPARTMENT OF EDUCATION ("NYCDOE") FOR SUPPLEMENTAL EDUCATIONAL SERVICES
UNDER THE NO CHILD LEFT BEHIND ACT**

The enclosed package contains **one (1) original and two (2) photocopies** of all documents requested in the Application Checklist. By signing this sheet, I certify that:

- (1) I am authorized to submit the Application on behalf of **(PROVIDER NAME)**
- (2) The information provided in the Application is true and accurate;
- (3) I understand that failure to specifically answer the requirement(s) or question(s) may result in disqualification of the Application;
- (4) A materially false statement willfully or fraudulently made in connection with the Application may result in disqualification from this process and future procurement opportunities with the NYCDOE.

Please do not hesitate to contact me at: telephone number(s)

or at: email address(es)

if you have any questions/concerns regarding the application document.

SIGNED: _____

PRINT NAME: _____

TITLE: _____

COMPANY NAME: _____

DATE: _____