

[Group/Consortium Name]
[Lead Address Line 1]
[City, State, Zip Code]
[Phone Number] | [Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address Line 1]
[City, State, Zip Code]

RE: [PROJECT NAME OR REFERENCE NUMBER]

Dear [Recipient Name/Selection Committee],

On behalf of **[Group Name]**, I am pleased to submit our formal introduction and proposal for the [Project/Opportunity Name]. Our group, comprised of [Number] specialized professionals, offers a combined [Number] years of experience in [Core Industry/Field].

We have formed this collective specifically to address the complexities of [Specific Problem or Requirement]. Our group's core competencies include:

- [Key Strength/Service 1]
- [Key Strength/Service 2]
- [Key Strength/Service 3]

What distinguishes our group is our integrated approach to [Specific Process]. Having previously collaborated on [Brief Mention of Past Shared Success], we possess the established communication protocols and technical synergy necessary to ensure the success of this project from day one.

Enclosed you will find detailed profiles for each member and a comprehensive overview of our collective strategy. We look forward to the possibility of discussing how our group can contribute to [Organization Name]'s objectives.

Sincerely,

[Signature]
[Lead Contact Name]
[Title/Role]

- *Group Members:*
- [Member Name 2] - [Specialization]
- [Member Name 3] - [Specialization]
- [Member Name 4] - [Specialization]