**Cover Letter Template**

**Date:**

**The Director**

**Department of Agricultural Marketing and Cooperatives**

**Ministry of Agriculture and Livestock**

**Thimphu**

**Subject: Expression of Interest**

**Dear Sir,**

**The undersigned would like to express our interest to take over the Wheat Milling Machine available at Gensum Pasta, Genekha, Thimphu for processing cereal flour and related products.**

**Please find attached herewith the proposal.**

**Thanking you.**

**Yours Sincerely,**

**Signed**

**(Proponent details with contact number and email address)**

**Proposal Template**

1. **Details of the proponent including name, type of entity (Farmer Group/Cooperative/private entrepreneur), location and contact details**
2. **Brief description of your business activities including main product lines**
3. **Experience in processing cereal flour and related products. Brief information if any:**
4. **Summary of the intended use of the equipment including purpose and expected outcome of usage, how it aligns with existing business or processing activities**
5. **A brief marketing strategy of the product**
6. **Where and how equipment will be used, site readiness (eg. power, space, labour, etc), timeline for implementation and operationalization**
7. **Financial commitment to bear 30% of the equipment cost**
8. **Anticipated benefits (eg. Number of farmers impacted, volume processed, market linkages, employment generation)**

**Annexure**

1. **Copy of valid trade license or group/cooperative registration certificate**
2. **CID copy of the applicant**
3. **Supporting photos of your existing processing facilities**