

**(Appendix A)**

(Audit Firm's Letterhead)

(Date)

Ms. Michelle Rivera  
Purchasing Agent  
East Ramapo Central School District  
105 South Madison Avenue  
Spring Valley, New York 10977

***RE: NOTIFICATION OF INTEREST***

Dear Ms. Rivera:

Our firm is interested in submitting a proposal to RFP-ER-3-26 Forensic Auditing Services to the East Ramapo Central School District, as set forth in the request for proposals (RFP) dated March 18, 2025.

Yours very truly,

(AUDIT FIRM)