

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Proposal (RFP) for [Project Title/Description]

We are pleased to invite you to submit a proposal for [briefly describe project or services needed]. We are seeking a qualified vendor who can provide [specific requirements or deliverables].

****Project Overview:****

[Provide a brief description of the project, objectives, and the purpose of the RFP.]

****Scope of Work:****

[Outline the tasks, responsibilities, and expectations involved in the project.]

****Proposal Requirements:****

[Specify the format and content of the proposals, including any forms, documentation, or information needed.]

****Timeline:****

[State the deadline for proposal submission and any other relevant dates, including project start/end dates.]

Please send your proposal to [submission email address] by [submission deadline]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for considering this opportunity. We look forward to your proposal.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]