

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

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

Dear [Recipient Name],

Subject: Service Request for Oil and Gas Project

I hope this letter finds you well.

We are currently in the planning stages of an oil and gas project titled [Project Name] located at [Project Location]. To ensure the successful execution of this project, we are seeking your expertise and services in the following areas:

1. **[Specific Service Required 1]**
2. **[Specific Service Required 2]**
3. **[Specific Service Required 3]**

We would appreciate it if you could provide us with a detailed proposal, including a project timeline and cost estimate for the aforementioned services. We are looking to begin this phase of the project by [Start Date], so a prompt response would be greatly appreciated.

Thank you for considering our request. We look forward to your positive reply.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company]