

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Proposal (RFP) Invitation

We are pleased to invite you to submit a proposal for [brief description of the project or service needed]. Our organization, [Your Company Name], is seeking qualified vendors to provide [specific deliverables or services].

The key details of the RFP are as follows:

- **\*\*RFP Issue Date:\*\*** [Issue Date]
- **\*\*Proposal Submission Deadline:\*\*** [Submission Deadline]
- **\*\*Project Overview:\*\*** [Brief overview of the project]
- **\*\*Scope of Work:\*\*** [Briefly outline the scope of work or services required]
- **\*\*Evaluation Criteria:\*\*** [Outline any specific criteria for proposal evaluation]

Please find attached the full RFP document, which includes additional details and instructions for submitting your proposal. We encourage you to submit any questions you may have by [date], as we will be hosting an informational meeting on [date] to address inquiries.

We look forward to your submission and appreciate your interest in collaborating with [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]