

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the Request for Proposal (RFP) related to [Project/Service Name] that your organization has recently issued. We are very interested in submitting a proposal and would appreciate any additional information regarding the scope, timeline, and specific requirements.

Please let us know if there are any pre-proposal meetings or documents we should review.

Thank you for your assistance. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]