

[Your Company Letterhead]

[Date]

[Recipient Name]

[Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Request for Proposal (RFP)

We are pleased to announce that [Your Company Name] will be issuing a Request for Proposal (RFP) for [brief description of the project or service] on [RFP release date]. We invite your organization to participate in this opportunity.

The RFP will be available on our website at [website link] and will also be sent via email to all interested vendors. We encourage you to review the RFP documents thoroughly and submit your proposal by the submission deadline of [submission deadline].

A pre-proposal conference will be held on [date and time] at [location/virtual link], where potential vendors can ask questions and gain further insights into the project requirements.

For any inquiries regarding the RFP, please contact [contact person's name and title] at [contact email] or [contact phone number].

Thank you for your interest, and we look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]