

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Vendor's Name]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Request for Proposal (RFP) for [Project/Service Name]

I hope this letter finds you well. [Your Company/Organization] is seeking proposals from qualified vendors for [briefly describe the project or service]. We are looking for a partner who can deliver [specific requirements or objectives].

Please review the attached RFP document for detailed information regarding the scope, requirements, and submission guidelines. We ask that you submit your proposal by [submission deadline]. Proposals will be evaluated based on [mention evaluation criteria].

We appreciate your consideration of this opportunity and look forward to your proposal. Should you have any questions, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]