

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for [Project Name] - RFP [RFP Number]

We are pleased to submit our proposal in response to your Request for Proposal (RFP) for [Project Name]. Our team at [Your Company Name] is excited about the opportunity to collaborate with [Recipient Company/Organization] and deliver innovative solutions that meet your needs.

Enclosed, you will find our proposal that outlines our understanding of the project requirements, our approach, relevant experience, and the accompanying pricing structure. We believe our expertise in [industry/field] uniquely positions us to contribute effectively to the success of your project.

We look forward to the possibility of working together and are available for any further discussions or clarifications you may require.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]