

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

Dear [Recipient Name],

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

I hope this letter finds you well. We are pleased to invite you to submit a proposal for [brief description of the project/service]. Our organization, [Your Company], is seeking to collaborate with a qualified partner who can provide [specific services/products required].

The details of the project, including the timeline, budget, and specific requirements, are outlined in the attached RFP document. We request that you review this information carefully and submit your proposal by [submission deadline].

Should you have any questions or require further clarification, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for considering this opportunity. We look forward to reviewing your proposal and hope to build a mutually beneficial relationship.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]