

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Proposal (RFP)

We are pleased to invite your company to submit a proposal for [brief description of the project or services needed].

****Project Overview:****

[Provide a brief overview of the project, including objectives and expected outcomes.]

****Proposal Requirements:****

- Description of the proposed solution
- Timeline for completion
- Budget estimate
- Relevant experience and case studies
- References from previous clients

****Submission Guidelines:****

Please submit your proposal by [submission deadline] via [submission method, e.g., email, online portal, etc.].

****Evaluation Criteria:****

Submissions will be evaluated based on [list criteria such as expertise, cost, timeline, etc.].

For any questions or clarifications, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this opportunity. We look forward to receiving your proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]