

[Your Company Letterhead]

[Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

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

We invite your agency to submit a proposal for [brief description of the project or services required]. Our objective is to [state the purpose or goal of the RFP].

Please find below the guidelines for the submission of your proposal:

1. ****Project Overview****

- [Provide a brief overview of the project]

2. ****Scope of Work****

- [List the specific tasks or services required]

3. ****Proposal Requirements****

- [Outline the structure of the proposal, including sections like Executive Summary, Project Plan, Team Qualifications, Budget, Timeline, etc.]

4. ****Evaluation Criteria****

- [Describe the criteria that will be used to evaluate proposals]

5. ****Submission Deadline****

- All proposals must be submitted by [date and time].

6. ****Contact Information****

- For any questions or clarifications, please contact [name and contact details].

We look forward to receiving your proposal.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]