

**\*\*[Your Company Letterhead]\*\***

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

1. **\*\*Introduction\*\***

- Brief introduction of your company and the purpose of the RFP.

2. **\*\*Project Overview\*\***

- Description of the project and its objectives.

3. **\*\*Scope of Work\*\***

- Outline of the specific tasks and deliverables required.

4. **\*\*Proposal Requirements\*\***

- Details on what to include in the proposal (e.g., timelines, pricing models, qualifications).

5. **\*\*Evaluation Criteria\*\***

- Outline how proposals will be assessed and what factors will influence the decision.

6. **\*\*Timeline\*\***

- Key dates for submission, questions, and award notification.

7. **\*\*Contact Information\*\***

- Provide a point of contact for any questions or clarifications.

8. **\*\*Conclusion\*\***

- Invitation for stakeholders to submit their proposals and express your eagerness to work with them.

Thank you for your attention to this request. We look forward to your responses.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]