

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Introduction:

[Briefly introduce your organization and its mission. Explain the purpose of the RFP and the importance of the project.]

Project Overview:

[Provide a detailed description of the project, including its goals, objectives, and the target audience.]

Scope of Work:

[Outline the specific tasks and deliverables expected from the vendor. Include timelines and any milestones.]

Eligibility Requirements:

[List any qualifications or criteria that potential vendors must meet to be considered for the project.]

Proposal Submission Guidelines:

[Detail the required format for proposals, including any documents that must be included (e.g., budget, timelines, team bios). Specify the deadline for submissions.]

Evaluation Criteria:

[Explain how proposals will be evaluated, including the criteria and weightings.]

Contact Information:

[Provide the name and contact details of the person who will address any questions related to the RFP.]

Thank you for considering this opportunity to partner with us in [project purpose]. We look forward to your proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]

[Optional: Attachment List]