

[Your Company Logo]
[Your Company Name]
[Your Company's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Vendor's Name]
[Vendor's Company Name]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

Subject: Request for Proposal (RFP)

We are pleased to invite you to submit a proposal for [brief description of the project or service]. As part of our commitment to [mention any relevant goals, such as improving efficiency, reducing costs, etc.], we are seeking a qualified vendor to [briefly outline the key objectives or services needed].

****Project Overview:****

- ****Title:**** [Project Title]
- ****Scope of Work:**** [Briefly describe the tasks and deliverables required]
- ****Timeline:**** [Indicate the project timeline and any important deadlines]
- ****Budget:**** [Provide any budgetary constraints or expectations]

****Proposal Requirements:****

Please include the following information in your proposal:

1. Company background and experience
2. Project approach and methodology
3. Team composition and qualifications
4. Detailed cost breakdown
5. References from previous clients

****Submission Deadline:****

Please submit your proposal by [insert deadline date]. Late submissions may not be considered.

****Evaluation Criteria:****

Proposals will be evaluated based on [list criteria such as experience, cost, approach, etc.].

Should you have any questions or need further clarification, please feel free to contact me at [your phone number] or [your email address].

We appreciate your interest in this opportunity and look forward to your proposal.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]