

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for [Project Name/Reference to RFP]

We are pleased to submit our proposal in response to your Request for Proposal (RFP) dated [RFP Date]. Our team at [Your Company Name] is excited about the opportunity to collaborate with [Recipient's Company] on [brief mention of the project].

Attached to this letter, you will find our detailed proposal, which outlines our approach, qualifications, and pricing structure for your review. We believe that our experience in [mention relevant experience or expertise] positions us well to address your needs effectively.

We look forward to the possibility of working together and are happy to address any questions you may have or provide further information if necessary.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]