

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express our interest in the [specific research project or RFP title] as outlined in your recent Request for Proposals. At [Your Organization], we specialize in [briefly describe your organization's expertise and relevance to the project], and we believe our capabilities align well with the goals of this initiative.

In our attached proposal, we provide a comprehensive overview of our approach, methodology, and key personnel who will contribute to the successful execution of this project. We also include details on our previous relevant work, including [mention any similar projects or accomplishments that demonstrate your qualifications].

We are particularly excited about [mention any specific aspects of the RFP that align with your organization's strengths or interests]. Our team is committed to [state your commitment to the project's objectives and outcomes].

Thank you for considering our proposal. We look forward to the opportunity to collaborate on this important research endeavor. Please feel free to reach out to me at [your phone number] or [your email address] if you have any questions or need further information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]