

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Proposal (RQP)

I am writing to formally request a proposal for [specific product/service] that our organization is seeking to procure.

[Provide a brief overview of your organization and the purpose of the RQP. Include any relevant details about what you need.]

We would appreciate it if you could provide us with your proposal by [deadline date]. Please ensure that the proposal includes the following information:

- [List specific requirements]
- [Any additional information to be included]

Thank you for your attention to this request. If you have any questions or need further clarification, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]