

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

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

Subject: Request for Proposal (RQP)

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a proposal regarding [specific project or service needed].

**\*\*Project Overview:\*\***

- Description of the project or service needed.
- Objectives and goals of the project.

**\*\*Timeline:\*\***

- Expected start and completion dates.
- Any critical milestones.

**\*\*Budget:\*\***

- Estimated budget range.
- Any funding constraints or requirements.

**\*\*Requirements:\*\***

- Specific qualifications or experience needed from the vendor.
- Any documentation or references required.

**\*\*Submission Details:\*\***

- Deadline for proposal submission.
- Preferred format for the proposal (e.g., PDF, Word).

Thank you for considering this request. I look forward to your proposal and hope to collaborate soon.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]