

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Subject: Request for Proposal (RQP)

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the initiation of a Request for Proposal (RQP) for [briefly state the purpose, e.g., "the upcoming software upgrade project"].

The objective of this RQP is to [state the goal, e.g., "identify potential vendors who can provide the required services and solutions to improve our operational efficiency"].

Key details of the proposal are as follows:

- ****Scope of Work:**** [Define the scope in a few sentences]
- ****Timeline:**** [Indicate the expected timeline for the proposal process]
- ****Budget Considerations:**** [If applicable, provide budget estimates]

I believe that initiating this process will allow us to [mention the anticipated benefits, e.g., "explore innovative solutions and enhance our service capabilities"].

I would appreciate your approval to proceed with this RQP, and I am happy to discuss this further at your convenience.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Contact Information]