

[Your Name]  
[Your Job Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Stakeholder's Name]  
[Stakeholder's Job Title]  
[Stakeholder's Company/Organization]  
[Stakeholder's Address]  
[City, State, Zip Code]

Dear [Stakeholder's Name],

Subject: Request for Proposal (RQP)

I hope this message finds you well.

We are reaching out to formally request your participation in our upcoming project, [Project Name], which aims to [brief description of the project and its objectives].

We believe that your expertise in [stakeholder's area of expertise] would be invaluable to our initiative. We request that you provide us with your proposal outlining [specific details required in the proposal, such as budget, timeline, or deliverables].

The deadline for submission is [submission deadline]. We are eager to review your proposal and discuss how we can collaborate effectively to achieve our goals.

Thank you for considering our request. We look forward to your response.

Best regards,

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