

# Request for Proposal Submission

Date: [Insert Date]

To:

[Supplier Name]  
[Supplier Address]  
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally request your proposal for [brief description of the project or service] that our company, [Your Company Name], intends to undertake. We believe your expertise aligns well with our project requirements.

Please include the following information in your proposal:

- Company profile and relevant experience
- Detailed project plan and timeline
- Cost estimate and payment terms
- References from past clients

We would appreciate receiving your proposal by [submission deadline], in order for us to carefully review all submissions. The evaluation will be completed by [evaluation date], and we will notify successful bidders shortly thereafter.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this request. We look forward to your proposal.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]