

# Digital Transformation Consultancy Proposal Request

Date: [Insert Date]

To: [Consultancy Firm Name]

From: [Your Company Name]

Subject: Request for Proposal for Digital Transformation Consultancy

Dear [Consultancy Firm Contact Name],

We are reaching out to request a proposal for digital transformation consultancy services. At [Your Company Name], we are looking to enhance our digital capabilities to improve operational efficiency, increase customer satisfaction, and drive innovation.

We are particularly interested in services related to:

- Digital strategy development
- Technology assessment and implementation
- Change management and employee training
- Data analytics and business intelligence

We would appreciate a proposal that includes your approach, timelines, and estimated costs for the project. Please also include details of your relevant experience and any case studies that may demonstrate your capability in this area.

We are looking to make a decision by [Insert Decision Date], so your prompt response would be appreciated. If you have any questions or require further information, please do not hesitate to contact me directly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]