

Request for Proposal: IT Consultancy Services

Date: [Insert Date]

To: [Consultancy Firm Name]

Address: [Consultancy Firm Address]

Dear [Recipient's Name],

We are seeking proposals for IT consultancy services to assist our organization, [Your Organization Name], in enhancing our technological capabilities and improving our overall IT infrastructure.

Project Overview

[Brief description of your organization and the specific IT needs or challenges you are facing.]

Scope of Work

The services we require include, but are not limited to:

- IT Strategy Development
- System Implementation and Integration
- Cybersecurity Assessment
- Cloud Services Consultation

Proposal Submission Guidelines

We kindly ask you to include the following information in your proposal:

- Company background and expertise
- Detailed approach to the project
- Timeline for deliverables
- Proposed budget and pricing structure

Submission Deadline

Please submit your proposal by [Insert Deadline Date].

We appreciate your consideration and look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization Name]

[Your Contact Information]