Proposal Inquiry for IT Infrastructure Consultancy

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Consultancy Firm Name]
[Consultancy Firm Address]
[City, State, Zip Code]

Dear [Consultancy Firm Contact Name],

We are currently exploring options for enhancing our IT infrastructure and would like to request a proposal for consultancy services. Our organization is focused on improving [specific goals or issues, e.g., network security, data management, cloud solutions], and we are interested in how your expertise can assist us.

We would appreciate it if you could provide us with a detailed proposal that includes the following information:

- Overview of your services and expertise
- Relevant case studies or examples of your work
- Proposed timeline and milestones
- Cost structure and payment terms
- Any initial recommendations based on our needs

We are looking to make a decision by [insert deadline], so your prompt response would be greatly appreciated. Please feel free to reach out if you require any further information to assist in preparing your proposal.

Thank you for your attention to this inquiry. We look forward to hearing from you soon.

Sincerely,

[Your Name]
[Your Position]
[Your Company]