

Consultancy Proposal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Consultancy Firm Name]

[Consultancy Firm Address]

[City, State, Zip Code]

Dear [Consultancy Firm Contact Name],

I am writing to formally request a proposal for IT management consultancy services for [Your Company Name]. We are seeking assistance in [briefly describe the specific IT challenges or services needed].

We would like your proposal to include the following:

- Project Scope
- Approach and Methodology
- Project Timeline
- Cost Estimate
- Relevant Experience and Case Studies

Please submit your proposal by [insert deadline]. If you have any questions or need further information, feel free to contact me at [your phone number] or [your email address].

Thank you for considering this request. We look forward to your proposal and the opportunity to work together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]