

IT Service Delivery Proposal Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about your IT service delivery solutions that could potentially meet our needs at [Your Company]. We are currently exploring options to enhance our IT infrastructure and improve our service delivery.

We are particularly interested in the following areas:

- Network management
- Cloud services
- Data security
- Helpdesk support

Could you please provide us with a proposal outlining your services, pricing, and any relevant case studies or testimonials? We would appreciate your response by [Insert Deadline].

Thank you for your time, and I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]