

Proposal Request for IT Solutions Consultancy

Date: [Insert Date]

To:

[Consultancy Firm Name]

[Consultancy Firm Address]

Dear [Consultant's Name],

We are writing to request a proposal for IT solutions consultancy services for our organization, [Your Company Name]. As we aim to enhance our IT infrastructure and improve our operational efficiency, we believe your expertise can help us achieve our goals.

The scope of the consultancy is outlined as follows:

- Assessment of current IT systems and infrastructure
- Recommendations for improvements and upgrades
- Implementation strategy and support
- Training for staff on new systems

We would appreciate your proposal, including a detailed outline of your methodology, timeline, and cost estimates by [Proposal Submission Deadline].

If you have any questions or need further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to your proposal and the opportunity to collaborate with you.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]