

Request for Proposal: IT Strategy Consulting Services

Date: [Insert Date]

To: [Consulting Firm Name]

From: [Your Company Name]

Address: [Your Company Address]

Dear [Consulting Firm Contact Name],

We are seeking a qualified IT strategy consulting firm to assist us in developing a comprehensive IT strategy that aligns with our business objectives and enhances our operational efficiency.

Project Overview:

Our organization, [Your Company Name], operates in the [Your Industry] and is looking to [briefly describe the project goals, e.g., improve IT infrastructure, enhance cybersecurity, streamline IT processes, etc.].

Objectives:

- Assess current IT infrastructure and capabilities.
- Identify areas for improvement and innovation.
- Develop a strategic IT roadmap for the next [duration, e.g., 3-5 years].

Proposal Requirements:

- Company profile and relevant experience.
- Proposed methodology and approach.
- Project timeline and milestones.
- Budget estimate and payment structure.
- References from previous clients.

Please submit your proposal by [Submission Deadline]. Feel free to reach out if you have any questions or need further information.

Thank you for considering our request, and we look forward to your proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]