

Request for Managed IT Services

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company]. We are seeking to enhance our IT infrastructure and services to improve efficiency and security.

Please provide us with a proposal for managed IT services that includes the following:

- Network monitoring and management
- Data backup and recovery solutions
- IT support and helpdesk services
- Cybersecurity measures
- Cloud services management

We are aiming to make a decision by [Insert Decision Date] and would appreciate receiving your proposal by [Insert Proposal Deadline]. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]