

Request for Proposal for Technical Consulting Assistance

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are seeking proposals from qualified technical consulting firms to assist us with [provide a brief description of the project, goals, and objectives]. We believe that your expertise in [specific area of expertise] aligns well with our project requirements.

We invite you to submit a proposal outlining your qualifications, experience, and a detailed plan for addressing our needs. Please include the following in your proposal:

- Overview of your company and relevant experience
- Proposed methods and strategies for the project
- Timeline for completion
- Budget estimate
- References from previous clients

Proposals should be submitted by [submission deadline] to [submission email or physical address]. We will review all proposals and aim to select a consulting firm by [selection date].

Thank you for considering this opportunity. We look forward to receiving your proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]