

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

## **Subject: Notification of RFP Response**

Dear [Recipient's Name],

We are writing to notify you that we have received your response to the Request for Proposal (RFP) titled "[RFP Title]". We appreciate your interest in partnering with us for this project.

Your proposal is currently under review, and we will be evaluating all submissions based on the criteria outlined in the RFP. Please expect to hear from us regarding your submission by [Date].

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]