

# Request for Proposal (RFP)

**Date:** [Insert Date]

**From:** [Your Company Name]

**To:** [Vendor Company Name]

Dear [Vendor Contact Name],

We are pleased to invite your company to submit a proposal for the supply of [Specify Goods/Services] as outlined below:

## Project Overview

[Brief description of the project and its objectives]

## Scope of Work

- [Detail 1]
- [Detail 2]
- [Detail 3]

## Proposal Requirements

Please include the following in your proposal:

- Company profile
- Detailed pricing structure
- Delivery timelines
- Terms and conditions
- References from past clients

## Submission Deadline

All proposals must be submitted by [Insert Deadline]. Late submissions will not be considered.

## Contact Information

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

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]