

Request for Proposal for Logistics Services

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company Name]

Subject: Request for Proposal for Logistics Services

Dear [Vendor's Name],

We are reaching out to invite you to submit a proposal for providing logistics services for [Your Company Name]. As part of our ongoing efforts to improve our supply chain and distribution processes, we are seeking a qualified logistics partner that can meet our specific needs.

Scope of Services

We require logistics services that include, but are not limited to:

- Transportation Services
- Warehousing and Inventory Management
- Order Fulfillment
- Freight Management

Proposal Submission Guidelines

Please submit your proposal by [Submission Deadline] that includes the following:

- Company Overview
- Service Offerings
- Pricing Structure
- Service Level Agreements
- References from Previous Clients

We appreciate your consideration and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]