

# Request for Project Proposal

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are pleased to invite you to submit a proposal for the [Project Title/Description]. This project aims to [brief description of project goals and objectives]. We believe your expertise in [relevant field or area] would greatly benefit this initiative.

Please include in your proposal the following details:

- Project Overview
- Objectives and Goals
- Timeline
- Budget Breakdown
- Team Qualifications

The deadline for submission is [Submission Deadline]. Proposals should be sent to [submission email or mailing address]. We look forward to your contribution and thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]