

# Request for Proposal (RFP) for Vendor Services

**Date:** [Insert Date]

**To:** [Vendor Name]

**Address:** [Vendor Address]

Dear [Vendor Contact Name],

We are writing to request a proposal for [specific services needed]. Our organization, [Your Organization Name], is seeking a qualified vendor to provide [specific details about the services or products required].

The scope of services required includes, but is not limited to:

- [Service 1]
- [Service 2]
- [Service 3]

Please include in your proposal the following:

- Detailed description of services offered
- Pricing structure
- Timelines and availability
- References from previous clients

Proposals must be submitted by [submission deadline]. Please send your completed proposal to [contact email or mailing address]. We look forward to reviewing your proposal and potentially partnering with your organization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]