

Request for Graphic Design Proposal

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a detailed proposal for graphic design services for our upcoming project. We are looking to enhance our brand's visual identity and require a creative partner to help execute our vision.

Specifically, we are interested in the following services:

- Logo Design
- Brand Identity Development
- Marketing Materials (brochures, flyers, etc.)
- Social Media Graphics

Could you please provide us with the following information in your proposal:

- Overview of your design process
- Portfolio of previous work
- Estimated timeline for deliverables
- Pricing structure and payment terms

We are excited about the possibility of working together and would appreciate your response by [insert deadline date]. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for considering our request. Looking forward to your proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Company]