

Request for Graphic Design Proposal

Date: [Insert Date]

To: [Graphic Designer's Name]

[Graphic Designer's Company]

[Company Address]

[City, State, Zip Code]

Dear [Graphic Designer's Name],

I hope this message finds you well. I am reaching out to request a proposal for graphic design services for an upcoming project at [Your Company Name]. We are looking for creative and innovative design solutions that will enhance our brand identity and effectively communicate our message.

Project Overview:

- Type of Design Work: [e.g., Logo, Website, Marketing Materials]
- Project Goals: [Briefly describe the objectives]
- Target Audience: [Describe the audience]
- Deadline: [Specify the deadline for the project]

We would appreciate it if you could provide us with a proposal that includes your approach to the project, estimated timeline, costs, and any relevant portfolio samples. Please submit your proposal by [Insert Deadline for Proposal Submission].

Thank you for considering our request. We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]