

Request for Detailed Business Proposal

Date: [Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a detailed business proposal regarding [specific project, service, or product]. We are currently exploring options and would greatly appreciate your insights and expertise in this area.

Specifically, we would like to understand the following from your proposal:

- [Item 1]
- [Item 2]
- [Item 3]

Please submit the proposal by [due date], as we aim to make a decision by [decision date]. If you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]