

Request for Structural Design Services

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

[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request your structural design services for a project we are currently undertaking. Our project involves [briefly describe the project, e.g., a new commercial building, renovation of an existing structure, etc.]. We require expertise in structural analysis, design, and implementation to ensure that the project meets all necessary safety and regulatory standards.

We would appreciate it if you could provide us with a proposal that includes your qualifications, estimated timelines, and pricing. It is important for us to partner with a firm that has a proven track record in delivering high-quality structural designs.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]