

# Construction Procurement Request

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Company]

[Consultant's Address]

Dear [Consultant's Name],

We are writing to formally request design consultation services for our upcoming construction project located at [Project Location]. We are seeking a qualified and experienced consultant to assist us with the following:

- Initial design concepts and feasibility studies.
- Preparation of detailed design specifications.
- Collaboration with the project team during the design phase.
- Advisory services on materials and construction methods.

The expected timeline for this project is as follows:

- Project initiation: [Start Date]
- Design completion: [Completion Date]

Please provide us with your proposed terms, fee structure, and any relevant experience or references by [Submission Deadline]. We look forward to potentially working together on this project.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]