

Construction Procurement Request for Project Management Services

Date: [Insert Date]

To: [Recipient's Name]

Company/Organization: [Recipient's Company/Organization]

Address: [Recipient's Address]

Subject: Request for Proposal for Project Management Services

Dear [Recipient's Name],

We are in the process of initiating a construction project, [Project Name], and are seeking qualified firms to provide project management services. The project entails [brief description of the project].

We would like to invite your esteemed organization to submit a proposal for the project management services required. The scope of services includes, but is not limited to:

- Project planning and scheduling
- Budget management
- Risk assessment and mitigation
- Quality assurance and control
- Stakeholder management

Enclosed are the details regarding the project timeline and the proposal submission guidelines. Please submit your proposal by [submission deadline]. If you have any questions, do not hesitate to reach out to us.

We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]