

IT Procurement Request for Consulting Services

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally request the procurement of IT consulting services for our organization. We are currently seeking expert guidance in the areas of [specific areas of consulting needed, e.g., cloud migration, cybersecurity assessment, etc.].

The primary objectives of this consulting engagement include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We believe that your firm possesses the necessary expertise and experience to assist us in achieving these goals. We kindly ask you to provide a proposal that includes:

- Overview of services offered
- Estimated timelines
- Cost estimates
- Relevant case studies or references

We would appreciate receiving your proposal by [insert deadline], as we aim to commence this project by [insert project start date].

Thank you for your consideration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]