

# Request for Proposal - Security System Installation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are currently seeking proposals for the installation of a comprehensive security system for our premises at [insert location]. Given your expertise in security solutions, we would like to invite you to submit a proposal for this project.

The scope of the installation includes:

- Assessment of current security needs
- Installation of surveillance cameras
- Access control systems
- Alarm systems
- Monitoring solutions

Please include in your proposal:

- A detailed project plan
- Timeline for completion
- Cost estimates
- Warranty and support details

We would appreciate receiving your proposal by [insert deadline]. Should you have any questions or need further information, feel free to contact me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]