

# Vendor Proposal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We are currently seeking a reliable vendor for [insert specific needs or services]. After researching potential partners, we believe that your company may be a good fit.

We would appreciate it if you could provide us with a formal proposal that outlines your services, pricing structure, and any relevant experience. Additionally, please include your company's terms and conditions and estimated delivery timelines.

We would like to receive your proposal by [insert deadline], as we hope to make a decision shortly thereafter. If you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]