

Vendor Proposal Request for Construction Services

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

City, State, Zip: [Vendor City, State, Zip]

Dear [Vendor Name],

We are currently seeking proposals from qualified vendors for construction services for our upcoming project located at [Project Location]. We invite you to submit a proposal for your services.

Project Overview:

- Project Name: [Project Name]
- Scope of Work: [Brief Description of Scope]
- Timeline: [Project Timeline]

We request that your proposal includes:

1. A detailed description of the services you offer
2. An estimated timeline for project completion
3. A breakdown of costs
4. References from previous clients

Please submit your proposal by [Submission Deadline]. If you have any questions or need further information, do not hesitate to contact me at [Your Contact Information].

Thank you for your time and consideration. We look forward to your proposal.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Email Address]